



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

ADDENDUM NO. 1

RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

November 21, 2014

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. **For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.**
2. Please see attachments for Addendum 1 pages 1-4.
3. It is **required** that receipt of this addendum be acknowledged by executing it and attaching this signed page to your Proposal submission or, if Proposal has already been submitted, return it in a separate envelope in time for bid opening.

Respectfully,

James Williams

James Williams, CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

1. On page 2 of the RFP, the opening section of the RFP Table of Contents is amended to read:

TABLE OF CONTENTS

	<u>Page</u>
1.0 Required Response For	1
2.0 Introduction and General Information.....	4
3.0 Calendar.....	7
4.0 Information to be Included in the Submitted Proposals	8
5.0 Evaluation of Proposals.....	11
6.0 Special Conditions.....	12
7.0 General Conditions.....	15

2. On page 3 of the RFP, the paragraph beginning with the words, *“One complete, original hard-copy Proposal (clearly marked as such), and one...”* is amended to read:

One complete, original hard-copy Proposal (clearly marked as such), and one complete, original electronic version (both clearly marked as “original”) will constitute the original governing documents. The electronic version in Microsoft Word 6.0 or higher on CD/flash drive and 15 copies (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including this **REQUIRED RESPONSE FORM** (Page 3 of RFP 15-090E), must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. Proposal must contain all information required to be included in the Proposal as described herein. Completed Proposals must be submitted in a sealed envelope (package, box, etc.) with the RFP number and name clearly typed or written on the front.

Addendum 1: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

On Page 7 of the RFP, the Calendar is amended to read:

3.0 CALENDAR

November 19, 2014	Release of RFP 15-090E
December 2, 2014	Mandatory Proposers' Conference (See Section 2.2)
December 4, 2014	Written questions Due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
December 19, 2014	Proposals Due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal Opening will be at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.*
January 5, 2015	Evaluation Committee meets to review Proposals and make Recommendation for award for Groups 1, 2 and 3*. Meetings to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 9:00 a.m. for Group 1, and 1:30pm for Group 2 and 3
January 6, 2015	Evaluation Committee meets to review Proposals and make Recommendation for award for Groups 4, 5 and 6*. Meetings to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 9:00 a.m. for Groups 4, 5, and 6
January 7, 2015	Posting of Award Recommendations for all Groups

-
3. On Page 8 of the RFP, Section 4.1.4 requires that proposers complete the Required Response Form on Page 1 of RFP. The correct Page reference for the Required Response Form is Page 3. 4.1.4 is amended to read:

4.1.4 Required **Response Form**: (Page 3 of RFP) with all required information completed and all signatures as specified (blue ink preferred on original). Any modifications or alterations to this form shall not be accepted and Proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.

-
4. On page 10 of the RFP, Section 4.4.3 is amended to read:

4.4.3 Cost of Goods and Services - (Maximum 350 Evaluation Scoring Points): Proposers must provide all information requested in each Group in this RFP for the cost of goods and/or services sought. Failure to provide a price response for each and every requested price for goods and services listed on the Mandatory Cost proposal

Addendum 1: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

Sheets will negate the ability to evaluate the Proposer's submission in this section "on a level playing field" among the RFP responses received by SBBC, and may result in the rejection of the entire proposal. In awarding points for the proposed Cost of Goods and Services, the Procurement & Warehousing Services Department will award the full 350 points to the proposer with the lowest price offer, and reduce the 350 point allocation by 10 percent for all other proposals in the ascending order of competing price offers.

-
5. On Page 11 of the RFP, Section 5.2 is amended to read (removing the number 10 at the end) to read:
 - 5.2 The Committees reserves the right to ask questions of a clarifying nature once Proposals have been opened, require presentations from all Proposers, interview any or all Proposers that respond to the RFP, or make their recommendations based solely on the information contained in the Proposals submitted. Presentations, if required, will be part of the evaluation process.
 6. SBBC amends the RFP with the replacement of the original GR1.xlsx submission file with the revised GR1v2.xlsx file which is included with this Addendum upload to DemandStar.
 7. In response to Question #3 from this potential proposer, SBBC amends the RFP to read:

G1.2.6	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all products purchased under this RFP. For this Group in the RFP, proposers must be, at a minimum, Dealers or Authorized Distributors of Legrand Ortronics and Proposer must submit a copy of the their Legrand/Ortronics Certified Installer Plus Certification, and Extron Electronics (or be willing to acquire the Extron certification within 90 days of date of award). If a proposer is not currently an authorized dealer or distributor of Extron products at the time of RFP response submission, it is acceptable to use the services and pricing avail via a sub-contractor to complete the RFP response process.
--------	---

This Concludes Addendum 1: for RFP-090E-Network and Telecommunications Good and Services (E-Rate) - All other Terms and Conditions Remains the Same.

Questions and Answers Section:

Question 1: *Respectfully request an extension of the due date of the proposals relative to this RFP to February 4, 2015. We would appreciate your favorable consideration of our request."*

Answer: Due to internal processes and timeline constraints, SBBC is not able to accommodate this request.

Addendum 1: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

Question 2: Is a specification or an approved manufacturer's products list available for the material, equipment and components intended for provision and installation to comprise the list of items to be procured? I could not find a specification in the RFP.

Answer: In response to Questions #1 from this potential proposer, SBBC asks that proposers base their responses on the use of equipment listed on the Microsoft EXCEL Mandatory Cost Proposal Sheet as amended for Group 2 with this Addendum (GR1v2.xlsx). Proposers must use products in the development of their cost proposals that preserve and protect any and all performance warranty requirements referenced in this RFP.

Question 3: it is our intention to obtain the necessary certifications required to become an Extron Certified reseller, but would it be permissible to utilize a subcontractor that is certified with Extron Electronics to obtain pricing that is required as part of this proposal response?

Answer: In response to Question #3 from this potential proposer, SBBC amends the RFP to read:

G1.2.6	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all products purchased under this RFP. For this Group in the RFP, proposers must be, at a minimum, Dealers or Authorized Distributors of Legrand Ortronics and Proposer must submit a copy of the their Legrand/Ortronics Certified Installer Plus Certification, and Extron Electronics (or be willing to acquire the Extron certification within 90 days of date of award). If a proposer is not currently an authorized dealer or distributor of Extron products at the time of RFP response submission, it is acceptable to use the services and pricing avail via a sub-contractor to complete the RFP response process.
--------	---

SBBC amends the RFP with the replacement of the original GR1.xlsx submission file with the revised GR1v2.xlsx file which is included with this Addendum upload to DemandStar.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

November 25, 2014

ADDENDUM NO. 2 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.
2. Please see attachment document for addendum # 2.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Addendum 2: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

1. SBBC revised the first line of the Table of contents included in the original RFP and included in Addendum #1 to now read:

TABLE OF CONTENTS

	<u>Page</u>
1.0 Required Response Form	3

2. On page 7 of the RFP, the Calendar events listed for January 6, 2015 is amended to read as follows:

January 6, 2014

Evaluation Committee meets to review Proposals and make Recommendation for award for Groups 4, 5 and 6*. Meetings to be held at

Procurement & Warehousing Services Department

7720 West Oakland Park Boulevard, Suite 323

Sunrise, Florida 33351-6704 at 9:00 a.m. for Groups 4, 5, 6, and 7

3. Proposers submitting responses to Group 1 should use the GR1 – Revised 2 file for their submission.

This Concludes Addendum 2: for RFP-090E-Network and Telecommunications Good and Services (E-Rate) - All other Terms and Conditions Remains the Same.

QUESTIONS AND ANSWERS SECTION

Question 1. A potential proposer has asked SBBC the following question: *"...We would like to know if we can participate on this bid by Group?"*

Answer: Yes. Proposers may submit proposals for any one Group, multiple Groups, or all Groups. If a company chooses to submit proposals for more than one Group, the proposals must be submitted separately.

Question 2: *Are the equipment manufacturer listed in Group #2 mandatory? Or can it be submitted for equal or better, like Cisco?*



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 5, 2014

ADDENDUM NO. 3 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.
2. To Include Addendum # 2 Response Sheet: See attachment.
3. Please see attachment Addendum 3 Questions and Answers.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 9, 2014

ADDENDUM NO. 4 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.
2. Please see attachment document for addendum # 4.
3. Please see Pre-Proposal Conference Sign In Sheet.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

1. School Board of Broward County (SBBC), has revised and posted seven new Excel workbooks that must be used in responding to this RFP. These Excel workbooks replace all previous versions posted in regards to this RFP. Revisions were made to the sheets in response to several specific questions addressed below in this addendum and to improve the print version of each spreadsheet.
2. Posting of Pre-Proposal Conference Sign in Sheet.

Question: Answers

- 1) The bid package includes the Excel spreadsheet GR1-REVISED_2 as part of the bid submittal package. The Excel spreadsheet has a total of 6 separate sections. Are the bid responses required to be submitted on the Excel spreadsheet and inserted into the bid submission binder under one tab and listed in the table of contents or should each section of the Excel spreadsheet be answered under a separate tab in the bid response binder and answered on separate documents and listed in the table of contents?

Answer: Respondents should include with their RFP Response Packet a CD with the Excel Workbook for their Group. All sections in green on the Spreadsheets must contain the requested information. For the print submission, each Excel Spreadsheet (Tab) should be individually printed out and included in the corresponding section of the RFP Response with the exception of tabs 4.1 and 4.2 (which must be submitted in the sealed envelope with the CD as referenced in Question 2 below. This pertains to submissions for all groups.

- 2) At the mandatory proposers conference on December 2 it was stated that the Excel spreadsheet section GR1 Section 4.1v2 (Unit Cost Breakdown) would need to be submitted separately. How are we required to present this portion of the bid response? Are these spreadsheet pricing pages to be printed and put in a separate envelope and placed in a pocket of each binder response? Please advise.

Answer: Responders must include in a separately sealed envelope as noted above, and labeled as such, their Mandatory Cost Proposal submissions in both print and CD format. This pertains to submissions for all groups.

- 3) In the Insurance requirements under Special Conditions 6.3.3., Professional Liability insurance is listed. Is proof of Professional Liability Insurance coverage required in the bid submittal for Group 1 Cabling respondents to be considered

eligible, or will it be permissible to obtain Professional Liability Insurance upon award of contract?

Answer: Professional Liability Insurance coverage is not require at the time of bidding, however please see section 6.3.6 VERIFICATION OF COVERAGE: it states the following:

Proof of the required insurance must be furnished by an Awardee to SBBC Risk Management Department by Certificate of Insurance within 15 days of notification of award. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. FAX CERTIFICATES OF INSURANCE TO SBBC RISK MANAGEMENT AT 866-897-0424.

- 4) In the Excel spreadsheet GR1 Section 4.1v2 Porta Protectors are listed for pricing purposes for 6 pair, 12 pair, 25 pair, 50 pair and 100 pair. Porta Protectors are only available in the 12 pair and 25 pair configurations. Is it permissible to substitute Circa protectors in the configurations not available in a Porta Protector? If so, should the pricing be entered into sheet GR1 Section 4.1v2 and sheet GR1 Section 4.2?

Answer: Yes, that is permissible

- 5) In the Excel spreadsheet GR1 Section 4.1v2 Backbone Riser Cable group, can a non-plenum rated cable be used for the "12 pair in Conduit" pricing?

Answer: Yes

- 6) In the Excel spreadsheet GR1 Section 4.1v2 Optical Fiber group, the 6 Strand Essex Loose tube 10 Gig, OM3 fiber cable is listed as part #13006NG01. The "NG" portion of the part number is not an option in the manufacturer's catalog. Should part #13006BG01 be used in this application?

Answer: The part numbers in the RFP as posted are correct.

- 7) In the Excel spreadsheet GR1 Section 4.1v2 Optical Fiber group, the 12 Strand Essex Loose tube 10 Gig, OM3 fiber cable is listed as part #13012NG01. The "NG" portion of the part number is not an option in the manufacturer's catalog. Should part #13012BG01 be used in this application?

Answer: The part numbers in the RFP as posted are correct.

- 8) In the Excel spreadsheet GR1 Section 4.1v2 Optical Fiber group, the 6 Strand Essex Loose tube 10 Gig, OM4 fiber cable is listed as part #13006PG01. The “PG” portion of the part number is not an option in the manufacturer’s catalog. Should part #13006FG01 be used in this application?

Answer: The part numbers in the RFP as posted are correct.

- 9) In the Excel spreadsheet GR1 Section 4.1v2 Optical Fiber group, the 12 Strand Essex Loose tube 10 Gig, OM4 fiber cable is listed as part #13012PG01. The “PG” portion of the part number is not an option in the manufacturer’s catalog. Should part #13012FG01 be used in this application?

Answer: The part numbers in the RFP as posted are correct.

- 10) In the Excel spreadsheet GR1 Section 4.1v2 Optical Fiber group, the 6 Strand Essex Loose tube 10 Gig, Single Mode fiber cable is listed as part #130063101. The “31” portion of the part number represents reduced water peak for fiber cables with more than 36 strands. Should part #130063T01 be used in this application?

Answer: The part numbers in the RFP as posted are correct.

- 11) In the Excel spreadsheet GR1 Section 4.1v2 Rack Mount Fiber Distribution Centers group, the three fiber termination centers listed for cost purposes are stated to be terminated with SC connectors. The fiber cabling previously listed states to provide a cost per foot to also include termination and testing. Should the cost for terminating and providing fiber connectors be included in the price for the Fiber Distribution Centers or in the per foot cost of the fiber cabling?

Answer: Respondents should include all connectors and termination in the cost of fiber cabling per foot.

- 12) If the fiber termination costs are to be included with the Fiber Distribution Centers should this cost be based upon Multi-mode or Single Mode connectors?

Answer: As per the above response, respondents should include all connectors and termination in the cost of the fiber cabling per foot.

- 13) In the Excel spreadsheet GR1 Section 4.1v2, are the listings for 3/4" Wire Molding, 1-1/4" Wire Molding and 1-3/4" Wire Molding intended for the steel type surface mount raceway?

Answer: No

- 14) In the Excel spreadsheet GR1 Section 4.1v2, are the listings for 10' Communications/Power Pole and 12' Communications/Power Pole to be a dual channel power and data combination pole or a single channel communications pole?

Answer: Dual

- 15) In the Excel spreadsheet GR1 Section 4.1v2 Extron Complete Audio/Visual System group, the four Extron PoleVault and WallVault model numbers of 200D, 400D, 210D and 410D are listed. According to the manufacturer the model numbers available are PVS 200, PVS 300 and PVS 400. The WallVault model number on the Excel spreadsheet are not available.

Answer: The numbers listed in the question are the correct model numbers.

- 16) Should the PVS 200 and PVS 400 models be used in place of the 200D and 400D systems?

Answer: The numbers listed in the question are the correct model numbers.

- 17) For the WallVault systems, should the PVS 200 and PVS 400 be used with the inclusion of a WallVault wall mount kit for PoleVault systems?

Answer: No

- 18) Page 9 references in 4.2.2 Attachment C as Legal opinion of bidder's preference form but pages 103 and 104 show it as conflict of interest page. Please clarify.

Answer: SBBC amends the language to read:

4.2.2 ALL PROPOSERS MUST EXECUTE AND SUBMIT ATTACHMENT D, LEGAL OPINION OF BIDDER'S PREFERENCE FORM TO BE CONSIDERED. Proposers from outside the State of Florida must submit a completed and signed legal opinion as specified by Florida Statute 287.084(2). Florida Proposers are not required to have an Attorney render an opinion but the Florida Proposer must complete its portion of this form. Failure to submit and execute this form, with Proposal, shall result in Proposal being considered "non-responsive" and Proposal rejected.

- 19) Page 43 Group 2 Section 2 states- proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP2.xls as provided with the RFP- It appears there is no Section 1 tab and the Vendor-partner criteria is under GR2 section 2 tab. Please clarify.

Answer: SBBC amends the language on Page 43 Group 2 Section 2 to read...
"Proposers are asked to respond to this section using the Section 2 Tab of the Excel Workbook Group 2.xls as provided with the RFP".

- 20) The bottom of page 48 states, A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. Should this read Section 3.2 Tab of the Excel Workbook GR2.xls?

Answer: SBBC amends the language on Page 48 Group 2 Section 3 to read...
"A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR2.xls as provided with the RFP".

- 21) Page 14 section 6.5.1 references W-9 form as Attachment C and not page 107 Attachment E. Please Clarify.

Answer: Section 6.5.1: Should read as following:

All Proposers are requested to complete the attached W-9, Attachment E, and submit with their Proposal.

- 22) Page 16 section 7.13 states to disclose any conflict of interest by submitting Attachment B and not page 103 Attachment C. Please clarify.

ANSWER: SECTION 7.13: Should read as the following:

CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP: Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods, or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Proposer is to disclose any employees it has who are also SBBC employees by submitting **Attachment C** with its Proposal. Any employees identified by the Proposer when completing Attachment B should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.

- 23) GR3 workbook criteria does not seem to align with the Group 3 section 2 and 3 criteria tables on page 53, 54 and 55. It seems to contain Group 1 criteria please clarify.

Answer: GR3.xlsx has been modified and a new Excel Workbook has been posted along with this Addendum entitled GR3_Rev2.xlsx. The revised version (G3_Rev2.xlsx) is to be used by proposers in submitting their response.

- 24) Page 53 states- . Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP3.xls as provided with the RFP. I do not see a Section 1 tab in Excel workbook Group3.xls, please clarify.

Answer: SBBC amends the language on Page 53 Group 3 Section 2 to read... "Proposers are asked to respond to this section using the Section 2 Tab of the Excel Workbook GR3.xlsx as provided with this RFP."

- 25) Page 54 states- Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR3.xls as provided with the RFP... I do not see a Section 3.1 tab included in the workbook and GR3 Section 3 seems to contain Group 1 criteria. Please clarify.

Answer: SBBC amends the language on page 54 to read, "Proposers are required to articulate the experiences your company can demonstrate and the level of commitment your company is prepared to contractually agree to on the Section 3.2 Tab of the Excel Workbook GR#_Rev2.xlsx as provided with this addendum to the RFP

- 26) Is there a preference as to how we should refer to our attachments or external documents when responding in the provided Excel workbook sections?

Answer: See the response to questions 1 and 2 in this addendum.

- 27) Are we to include our responses from the excel workbooks into our proposal response in Microsoft Word or only provide replies in the excel workbook areas and only provide it in the electronic Excel format?

- 28) Could you please elaborate on the type of video conferencing systems utilizing the PRI channels for connectivity? a. Are you using ISDN connectivity (using bonded B channels), or IP connectivity? b. If you're using ISDN connectivity, would you find acceptable a PRI/BRI to IP based gateway solution for your legacy Video Conferencing systems as long as it provided equivalent (or improved) functionality to traditional circuit switched PRI/BRI interfaces?

Answer: SBBC currently has several sites that use PRI/BRI connectivity but upon further investigation recognizes that these sites will be converted to IP connection by the beginning of the term of this RFP contract. That being the case, SBBC withdraws any and all requirements in RFP 15-090E to the need for proposers to respond to this technical requirement.

29) Would you consider a cable based equivalent service instead of the requested DSL?

Answer: Yes. SBBC revises the DSL requirement in this section to allow for a response technically and on the Mandatory Cost Proposal sheet that utilizes cable-based services.

30) On items 12 and 13 on the GR5 Section 4.1 price sheet, you state you need a Video T1. We are assuming this is a dedicated point to point T1 service. Is this a fair assessment of the requirement?

Answer: Yes.

31) In the excel doc for Group 3-Section 4.1, the pricing document appears to only have one line item for web content filtering despite the fact that seven (7) items are listed. Is there a reason for this? Will the District accept a separate line item price for each of the items listed below?

- a. Lightspeed Software: WF x 225,000 students
- b. Lightspeed Software: MBC x 225,000 students
- c. Lightspeed Traffic Bridge Rocket Appliance x 1
- d. Lightspeed Load Balancer Rocket Appliance x 1
- e. Lightspeed 10G Policy Rocket Appliance x 1
- f. Lightspeed Parent Policy Rocket Appliance x 1
- g. Lightspeed Advanced Reporting Rocket Appliance x 1

Answer: To clarify the intent, SBBC requires that respondents only provide the per student cost with the understanding that the cost includes all of the on-premise hardware noted on the sheet and any other related components needed to deliver the web filtering solution. Further, SBBC clarifies its intent by noting that the hardware must be appliance-based, and not a virtualized server solution.

32) It appears that the “unit cost” section in G3-Section 4.1 “Web Content Filtering” is not editable in the published document. Can this be revised?

Answer: Yes. The posting of this Addendum includes the posting a revised version of the Group 3 Spreadsheet entitled Gr3_Rev2.xlsx

33) What does the pricing structure look like? Will the District accept multi-year prepay options, or is the District only interested in annual payments? And should the price on the proposal show the total 5-year cost or the cost for each payment?

Answer: SBBC asks and requires that all respondents provide annual costs based on a 5 year contract term.

34) Does the District know when they intend to implement these services, specifically the web filter?


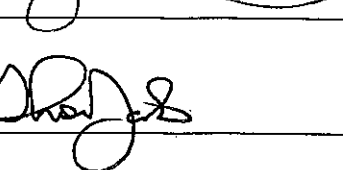
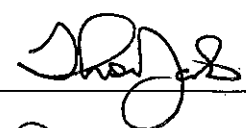
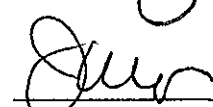
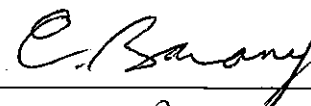
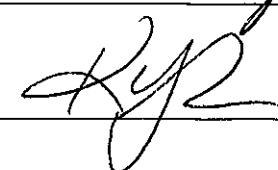
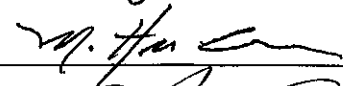




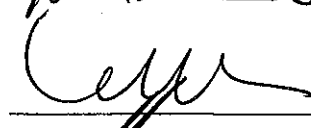

Answer: SBBC does not have a definitive timeline for the implementation of the LightSpeed Web Filtering solution at this time.

This Concludes Addendum 4: for RFP-090E-Network and Telecommunications Good and Services (E-Rate) - All other Terms and Conditions Remains the Same.

PRESENT AT PROPOSERS' CONFERENCE - 12/02/2014

RFP NO: <u>15-090E</u>	BID/RFP OPENING DATE: 12/19/2014
BID/RFP TITLE: NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)	

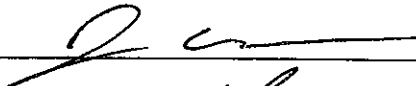
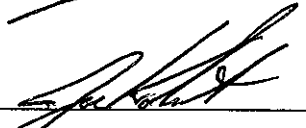
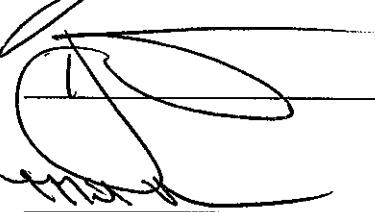

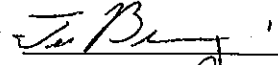
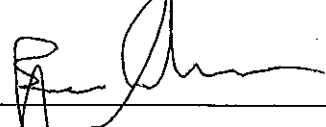
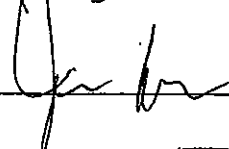

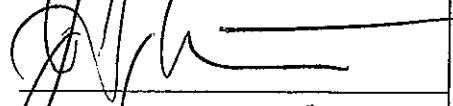

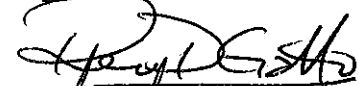
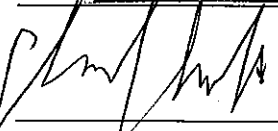
Vendors Sign Below

COMPANY NAME, PHONE & FAX#	PRINT NAME	SIGNATURE
ENA 443-364-9100	Oliver Landow	
Witec 305 3333676 661-431-1609	Sean Rodas	
UDT/Lightspeed Sys	Thomas Jackson	
JDL Technologies	Tim Darys	
GHA/RUBELLES, INC. 954-251-6135	ARAC BARANY	
954-214-7442 JLL Technologies	KEVIN VODER	
CISCO 305.491.2392	Mark Herman	
HP 813-494-7588	Jud Clemmer	
Premises Cabling Systems	Veronica Calvez	
Tecwis Corporation	Marlene Sierra	
UNIVERSAL Cabling Systems Raul Duber		
United DATA Technologies MARIANA LUJARO		
pg. 1 AV/IT Professionals	Ismael ¹⁰ GUZMAN	

PRESENT AT PROPOSERS' CONFERENCE - 12/02/2014

RFP NO: <u>15-090E</u>	BID/RFP OPENING DATE: 12/19/2014
BID/RFP TITLE: NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)	

Vendors Sign Below

COMPANY NAME, PHONE & FAX#	PRINT NAME	SIGNATURE
Universal Cabling Systems, 561-659-6225	Joe Caley	
AIP US, LLC Fax 954-846-9311	JOE KOHUT	
TCS GROUP, 954-846-8187	ROGER WATKINS	
954-330-2185 WAVEGUIDE Communications	Mike Kelsey	
JLS Security (954) 430-6755 (954) 430-6754	Ted Belloise	
ATT 954 260 5136	Bruce Schauer	
JLS Security Plus LLC 954-430-6755 954-430-6754	Jasper Briggs	
Pam Gottlieb B AVAYA 786-331-0108	Pamela Gottlieb	
JOE MONTESINOS UDT	JOE Montesinos	
Extron Electronics Christlan Lugano Rubeles Inc 305 431 5257	Christlan Lugano Ruben Gatto	 
Simon Weller (KNA) 813-312-6068	Simon Weller	

PRESENT AT PROPOSERS' CONFERENCE – 12/02/2014

RFP NO: <u>15-090E</u>	BID/RFP OPENING DATE: 12/19/2014
BID/RFP TITLE: NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)	

Vendors Sign Below

[illegible]



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 10, 2014

ADDENDUM NO. 5 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.
2. Please see attachment document for addendum # 5.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Addendum 5: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

Addendum Item 1: SBBC has posted a revised Excel Workbook for Group 1 and requires that all proposers utilize the updated sheet for their responses (entitled “GR1_Rev3”).

Questions / Answers:

1. Is the proposer required to provide pricing for all items in the specific Group, before providing pricing for an alternative product?

Answer: Yes. All requests for pricing on the mandatory cost Proposal Sheet in the EXCEL Workbook (Tab labeled GRX 4.1) must be submitted as explained in RFP Section 2.6 on page 5 of the RFP

2. In other words, is there a requirement or “gate” for the products listed first?

Answer: Yes. If we understand this correctly, proposers are required to respond to all of the requirements included in the RFP including those on the Mandatory Cost Proposal Sheets (in the cells that are highlighted in green and are editable).

3. How will the scoring be done for vendors providing alternative products within the Group?

Answer: SBBD is interested in alternative goods and/or services for information purposes only. Information about alternative goods and/or services will not be evaluated in the RFP scoring process.

4. During the SBBC Business Community Meeting – M/WBE Disparity RUBY CRENSHAW said SBBC would accept State M/WBE Certification as equal. Is this going to apply for the scoring in this RFP?

Answer: M/WBE Participation will apply to the scoring of the RFP in the following manner:

D.1	Participation	30
D.2	Diversity	10
D.3	Community Outreach	10

Please see section 5.0 Evaluation of Proposals, Item 5.1 for further details.

Addendum 5: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

In addition the School Board of Broward County, Florida (SBBC) acknowledges M/WBE Certification from the State of Florida's Office of Supplier Diversity. The application is called the M/WBE Partnership Certification. The required documents that must be submitted with this application are:

1. Original Affidavit (signed and notarized)
2. Current Occupational license and Professional license
3. Copies of Federal Corporate Tax Returns for the previous 3 years, including Schedule K-1 or Schedule E
4. Copy of State of Florida's Office of Supplier Diversity Certification

Applications are processed within 30 days.

5. Will only one company be awarded the primary contract per Group? And if a secondary contract is awarded, is that an active award or only a standby in case the primary is unable to perform?

Answer: One primary and one secondary awardee will be recommended for award in each group. The secondary award is included as a measure to ensure business continuity should the primary awardee default on its contractual obligations.

6. In order for a proposer to provide "alternate goods and services" for each of the appropriate Groups, must a response be provided for the "specific" goods, services, products, and manufacturers requested in the RFP? As an example, in Group 2, in order to provide an alternate solution for HP and Aerohive, must the proposer first provide the HP and Aerohive solutions proposal and pricing? Or, can a proposer just submit an alternate proposal without addressing the specific goods, services, products, and manufacturers requested?

Answer: See the answer to Question #2 above

7. Please clarify the new contracting method by which SBBC will negotiate and contract with the two highest ranked proposers.

Answer: SBBC amends language in Section 2.7 which currently reads: "A single proposer will be recommended for the Primary Award for each of the seven Groups and an alternative vendor will be identified by the Evaluation Committees for a Secondary Award should the delivery of goods and services by the Primary awardee fail to meet contract requirements".

Addendum 5: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

To read: "A single proposer will be recommended for the Primary Award for each of the seven Groups and an alternative vendor will be identified by the Evaluation Committees for a Secondary Award should the delivery of goods and services by the Primary Awardee fail to meet contract requirements. Initially SBBC will conduct negotiations and execute a contract with the company recommended for the Primary award. SBBC will conduct negotiations and execute a contract with the company recommended for Secondary award only if and when the Primary Awardee fails to perform.

8. Is there a particular format that SBBC requires for bidders who need to take exceptions to specific terms and conditions? Would it be appropriate to list those exceptions on a separate attachment, as was required in RFP 14-061E? If so, please provide direction.

Answer: Respondents are requested to note any exceptions or deviations in the section applicable to the variance clearly noting that the term, specification or condition desired by SBBC cannot or will not be met as stated.

9. Please clarify the response format. Does SBBC require that proposers provide response narratives to the RFP ONLY in the pertinent attachments spreadsheets? Or, can they be provided also within the body of the RFP? In addition, please provide unlocked Excel worksheets or worksheets with additional space. The locked cells have insufficient character counts for some responses and they do not expand in height in order to accommodate answers.

Answer: Respondents are requested to include responses to the RFP in the Excel Workbooks wherever possible and must use TAB 4.1 (Mandatory Cost Proposal Sheet) for cost submissions. In any case other than Tab 4.1, where responding on the Excel spreadsheet fails to meet respondent's need, responses may be included in a printed narrative version of that section provided clear cross references are included.

10. On the GR4 Pricing sheet, GR1 Section 4.1 tab, column C is entitled Extended Warranty Unit Cost...to equal 12 month warranty on purchase. According to G4.3.9 it appears it is expected that the first 12 months is to be included at no cost to SBBC. What is column C on the pricing sheet for, or is it expected that there be a cost for the first 12 months for extended warranty?

Answer: SBBC requires that the awardee provide the first 12 months of equipment warranty at no additional cost for the item purchased. However, if the warranty period for the purchased item requires more than 12 months of warranty coverage to reach the established co-term date of the host, SBBC requires that proposers provide a unit price per month for the extended warranty coverage. This is the purpose of column C. For example, if SBBC was to purchase Avaya equipment 15 months prior to the established co-term date of its host, SBBC

Addendum 5: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

would expect to pay for 3 months of extended warranty for this item, and is requesting per-month pricing for that coverage.

11. On the GR4 Pricing sheet, GR1 Section 4.1 tab, under maintenance items, there is a component line item missing to completely quote Support Advantage, namely, co-delivery with monitoring 24x7. Where can this pricing line item be provided seeing that the entire sheet is locked and it is impossible to enter this item anywhere?

Answer: SBBC expects that the co-delivery model with 24X7 pricing be included (bundled) in each line item where applicable, but not where the goods or services referenced are ineligible for this coverage.

12. Can you please explain the requirement in G1.3.2 "...Proposer must provide proof that 30% of their installers and technicians are BISC, Oasis and Legrand Ortronics Certified Installer Plus certified and must maintain that percentage for the term of the contract..." . ?
- a. If a company has 1,000 installers 300 must be certified?
 - b. Is this a mandatory requirement?

Answer: SBBC amends and clarifies the staffing certification requirement in Group 1 Section 3.2 to require that the awardee ensure that at any given time, a minimum of 30% of installers and technicians dedicated to, or servicing, the SBBC account hold BISC, Oasis and Legrand Ortronics Certified Installer Plus certification.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 12, 2014

ADDENDUM NO. 6 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.
2. Please see attachment document for addendum # 6.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Addendum 6: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

1. Addendum Item 1: SBBC has posted a revised Excel Workbook for Group 7 and requires that all proposers utilize the updated sheet for their responses (entitled "GR7_Rev3"). All other terms and conditions remains the same.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 15, 2014

ADDENDUM NO. 7 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 19, 2014.
2. Please see attachment document for addendum # 7.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Addendum 7: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

1. Addendum Item 1: SBBC has posted a revised Excel Workbook for Group 5 and 7 and requires that all proposers utilize the updated sheet for their responses (entitled "GR5_Rev3, and GR7_4").

All other terms and conditions remains the same.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 16, 2014

ADDENDUM NO. 8 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 22, 2014.
2. Please see attachment document for addendum # 8.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Addendum 8: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

1. Addendum Item 1: SBBC has posted a revised Excel Workbook for Group 3, 5, and 7 and requires that all proposers utilize the updated sheet for their responses (entitled "GR3_Rev3, GR5_Rev4 and GR7_Rev5").
2. Addendum RFP Closing DUE Date to: December 22, 2014 at 2: 00PM.
All other terms and conditions remains the same.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR

www.browardschools.com

SCHOOL BOARD

DONNA P. KORN, *Chair*
DR. ROSLAND OSGOOD, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P.
BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
LAURIE RICH LEVINSON
ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

December 18, 2014

ADDENDUM NO. 9 RFP NO.:15-090E

NETWORK AND TELECOMMUNICATION GOODS AND SERVICES (E-RATE)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. For clarification purposes, the Proposal Packages are due at 2:00pm on December 22, 2014.
2. Please see attachment document for addendum # 9.

Respectfully,

JAMES WILLIAMS

James Williams CPM
Procurement and Warehousing Services

RECEIPT OF ADDENDUM ACKNOWLEDGED: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

Addendum 9: RFP 15-090E- Network and Telecommunications Good and Services (E-Rate)

1. Addendum Item: SBBC has posted a revised Excel Workbook for Group 5 and requires that all proposers utilize the updated sheet for their responses (entitled "GR5_Rev5"). All other terms and conditions remains the same.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-754-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR
www.browardschools.com

SCHOOL BOARD

Chair DONNA P. KORN
Vice Chair DR. ROSALIND OSGOOD

Board Members ROBIN BARTLEMAN
HEATHER BRINKWORTH
ABBY M. FREEDMAN
LAURIE RICH LEVINSON
ANN MURRAY
PATRICIA GOOD
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

(November 19, 2014)

Dear Prospective Proposers:

SUBJECT: Instructions to Proposers
Request for Proposals (RFP) 15- 090E: Network and Telecommunications Goods and Services (E-Rate)

The School Board of Broward County, Florida (SBBC) is interested in receiving Proposals, in response to the attached RFP, for Network and Telecommunications Goods and Services (E-Rate). Any questions regarding this RFP should be addressed to me, in writing, at the address stated above, via e-mail jameswilliams@browardschools.com. No other School Board staff member should be contacted in relation to this RFP. Any information that amends or supplements any portion of this RFP, which is received by any method other than an Addendum issued to the RFP should not be considered and is not binding on SBBC.

In order to assure that your Proposal is in full compliance with all requirements of the RFP, carefully read all portions of RFP document paying particular attention to the following areas:

MANDATORY PROPOSERS' CONFERENCE

A Mandatory Proposers' Conference will be held on **Tuesday December 2, 2014, beginning at 9:00 a.m.** Eastern Time (ET), in the Procurement & Warehousing Services Conference Room 1 & 2, **Location: 7720 W. Oakland Park Blvd. Suite 323, Sunrise, Florida 33351.** Representatives from all companies that will be submitting proposals for evaluation are required to attend. SBBC will not consider or evaluate proposals submitted on RFP Due Date if the proposing company failed to attend the Mandatory Proposers Conference on December 2, 2014.

REQUIRED RESPONSE FORM

Section 1.0, Required Response Form must be completed in full and executed by an authorized representative.

PROPOSAL SUBMITTAL FORMAT

Proposers are requested to organize their Proposals in accordance with Section 4.0. SBBC reserves the right to reject and not consider any Proposal not organized and not containing all the information outlined in Section 4.0.

DUE DATE

Proposals are due in the Procurement & Warehousing Services Department on the date and time stated in Section 3.0. In order to have your Proposal considered, it must be received on or before the date and time due. Proposals received after 2:00 p.m. ET on date due will not be considered.

STATEMENT OF "NO RESPONSE"

If you are **not** submitting a Proposal in response to this RFP, please complete Attachment G, Statement of "No Response" and return via facsimile to 754-321-0533 or scan and send via e-mail jameswilliams@browardschools.com. Your responses to the Statement of "No Response" are very important to the Procurement & Warehousing Services Department when creating future RFPs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or e-mail address stated above.

Sincerely,
James Williams

Purchasing Agent

REQUEST FOR PROPOSALS (RFP)

RFP 15-090E

Network and Telecommunications Goods and Services (E-Rate)



RFP Release Date: November 19, 2014

Mandatory Proposers' Conference:* Tuesday, December 2, 2014

Written Questions Due: On or Before 5:00 p.m. ET
Thursday December 4, 2014
in Procurement & Warehousing Services Department

Proposals Due:* On or Before 2:00 p.m. ET
December 19, 2014
in Procurement & Warehousing Services Department

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Procurement & Warehousing Services Department
7720 W. Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

*These are public meetings. The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

TABLE OF CONTENTS

	<u>Page</u>
1.0 Required Response Form	1
2.0 Introduction and General Information.....	
3.0 Calendar	
4.0 Information to be Included in the Submitted Proposals	
5.0 Evaluation of Proposals	
6.0 Special Conditions	
7.0 General Conditions	
Attachment A	
A1 - M/WBE Utilization Report	
A2 - Employment Diversity Statistics	
A3 - M/WBE Participation	
Attachment B – All Groups	
Attachment C - Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship	
Attachment D - Written Opinion of Out-of-State Bidder's Attorney on Bidder's Preference	
Attachment E – W-9 Form	
Attachment F – Drug-Free Workplace	
Attachment G – Sample Agreement	
Attachment H – ACH Payment Agreement Form	
Attachment I - Statement of "No Response"	
Attachment J - Current Environment: Voice Equipment	
Attachment K - SBBC Instructional Spaces Typical Layout Detail (Ceiling Mount)	
Attachment L - SBBC Instructional Spaces Typical Layout Detail (Wall Mount)	
Attachment M - Section 2A-8 Design Criteria	

REQUEST FOR PROPOSALS (RFP) 15-090E- Network and Telecommunications Goods and Services (E-Rate)
1.0 REQUIRED RESPONSE FORM

RELEASE DATE: November 19, 2014
TITLE:

This Proposal must be submitted to the Procurement & Warehousing Services Department of The School Board of Broward County, Florida, 7720 W. Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704, on or before 2:00 p.m. ET December 19, 2014 and plainly marked RFP 15-090E, Network and Telecommunications Goods and Services (E-Rate). Proposals received after 2:00 p.m. EST on date due will not be considered.

Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of proposal

One complete, original hard-copy Proposal (clearly marked as such), and one complete, original electronic version (both clearly marked as "original") will constitute the original governing documents. The electronic version in Microsoft Word 6.0 or higher on CD/flash drive and 15 copies (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including this **REQUIRED RESPONSE FORM** (Page 1 of RFP 15-090E), must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. Proposal must contain all information required to be included in the Proposal as described herein. Completed Proposals must be submitted in a sealed envelope (package, box, etc.) with the RFP number and name clearly typed or written on the front.

PROPOSER INFORMATION

PROPOSER'S (COMPANY) NAME: _____

STREET ADDRESS: _____

CITY, STATE AND ZIP CODE: _____

PROPOSER TELEPHONE: _____ PROPOSER FAX: _____

PROPOSER TOLL FREE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

CONTACT PERSON'S EMAIL ADDRESS: _____

CONTACT TELEPHONE: _____ FAX: _____ TOLL FREE: _____

E-MAIL ADDRESS TO SEND PURCHASE ORDERS TO: _____

INTERNET URL: _____

PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (Proposer) Proposal and am authorized by Proposer to do so. Proposer has not divulged, discussed, or compared the Proposal with other Proposers and has not colluded with any other Proposer or party to any other Proposal; Proposer, its principals, or their lobbyists has not offered campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Proposer is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Proposer acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this Proposal are true and accurate. **Proposer agrees to complete and unconditional acceptance of the contents of all pages in this Request for Proposals (RFP), and all appendices and the contents of any Addenda released hereto; Proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Proposals, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of Proposal submitted.**

Signature of Proposer's Authorized Representative (blue ink preferred on original) _____ Date _____

Name of Proposer's Authorized Representative _____ Title of Proposer's Authorized Representative _____

NOTE: Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this Proposal (see Section 4.1.4).

2.0 INTRODUCTION AND GENERAL INFORMATION

NOTE: ALL ITBS OR RFPS MUST BE SUBMITTED TO ASTON HENRY FOR APPROVAL OF INSURANCE REQUIREMENTS PRIOR TO RELEASE OR PREPARING AN ITEM FOR BOARD APPROVAL TO RELEASE TO MAKE SURE UNIQUE RISK MANAGEMENT NEEDS ARE MET.

- 2.1 The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive Proposals for goods and services needed by SBBC to design, implement, monitor, manage, and maintain the following network and telecommunications systems for SBBC:

Group #	Group Title	Group Description
1	STRUCTURED CABLING	Goods and services required to build and maintain low voltage voice, video and data cabling systems
2	NETWORK EQUIPMENT – LOCAL AREA NETWORKS, WIRELESS LOCAL AREA NETWORKS	Goods and services required to install and maintain the electronics needed to provide access to the Internet and other digital resources for computers and other peripherals on school campuses and district offices.
3	NETWORK EQUIPMENT – ENTERPRISE CORE NETWORK	Goods and services need to provide and manage the interconnections of Internet, Wide Area Network, and Data center resources at SBBC's network core.
4	VOICE EQUIPMENT – AVAYA EQUIPMENT, LICENSING, AND MAINTENANCE, TADIRAN EQUIPMENT, LICENSING, AND MAINTENANCE, AND DEDICATED TECHNICIAN SERVICES	Goods and services needed to provide voice systems, components, maintenance services and dedicated technician services to support the SBBC voice enterprise.
5	VOICE – CIRCUIT-SWITCHED SERVICES (Including Long Distance Services)	Circuit-switched voice services needed to provide district-wide communications for schools and departments, and provide access to world-wide public voice networks.
6	VOICE – PACKET-SWITCHED SERVICES (SIP) (Including Long Distance Services)	Packet-switched voice services needed to provide district-wide communications for schools and departments, and provide access to world-wide public voice networks.
7	VOICE – CELLULAR VOICE AND DATA	Goods and services needed to provide mobile connections utilizing cellular and related IP technologies

2.1.2: **Scope Clarification:** Proposers must understand and agree to the condition that as the business needs of the School Board of Broward County, FL change during the term of this RFP contract, and the technology solutions brought to market by RFP contract recipients evolve, expand, and mature, SBBC intends to purchase the goods and services that best meet their financial and functional needs irrespective of their specific inclusion in, reference to, or omission from this RFP. Pricing for these purchases will be negotiated at the time of purchase based on the discount levels established within the proposer's response to this RFP.

- 2.2 **Mandatory Proposers' Conference:** A Proposers' Conference will be held on **December 2, 2014 in the Procurement & Warehousing Services Department, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 beginning at 9:00 a.m.** Representatives from all interested companies must attend.

The purpose of the Proposers' Conference is to allow prospective Proposers to bring forth questions they may have, to allow prospective Proposers to be aware of questions other Proposers may have, and to stimulate discussions that will generate questions in an effort to assist prospective Proposers in preparing the best and most comprehensive Proposal for submission to SBBC. Questions submitted will be answered to all Proposers via Addenda. All questions shall be submitted in accordance with Section 2.3 Questions and Interpretations. Any information given, by any party, at the Proposers' Conference is not binding on SBBC. Only the information provided in the RFP or via Addenda shall be considered by Proposers.

In addition, a representative from SBBC Supplier Diversity & Outreach Program may be present to address issues regarding M/WBE participation. M/WBE certified vendors are invited to attend.

- 2.3 **Questions And Interpretations:** Any questions concerning any portion of this RFP must be submitted, in writing, to **James Williams, Purchasing Agent, Procurement & Warehousing Services Department, 754-321-0510** at the address listed in Section 6.1 or via e-mail **jameswilliams@browardschools.com**. Any questions which require a response which amends the RFP document in any manner will be answered via Addendum by the Procurement & Warehousing Services Department and provided to all Proposers. No information given in any other matter will be binding on SBBC.

Any questions concerning any condition or requirement of this RFP must be received in the Procurement & Warehousing Services Department, in writing, **on or before 5:00 p.m. ET December 4, 2014**. Questions received after this date and time will not be answered. Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than by information in this RFP document or by Addenda, shall not be binding on SBBC.

- 2.4 **Contract Term:** The purpose of this RFP is to establish a contract with the award recipient for each Group beginning **July 1, 2015, or date of award, whichever is earlier, and continuing through June 30, 2020**. The Awardee will be notified when the recommendation has been acted upon by the School Board. **All costs shall be firm for the term of the contract as stated in Section 2.5 of this RFP.** The Proposer agrees to this condition by signing its Proposal.

- 2.5 **PRICE ADJUSTMENTS:** Prices offered shall remain firm through the first three years of the contract. A request for price adjustment may be submitted 60 days prior to the beginning of the fourth year of the term. If a price increase is approved after that date, then that price must remain firm for the two remaining years of the contract. Price adjustment requests will be evaluated on an annual basis thereafter. Requests for price adjustments shall not exceed the percentage of change in the Consumer Price Index (CPI) for the previous twelve months of the adjustment date, but shall not exceed 3% per adjustment. The CPI will not be seasonally adjusted. SBBC reserves the right to request a reduction in contract prices equal to the percentage of change of the CPI in the event of a reduction in any year of the contract term. SBBC reserves the right to not renew any contract regardless of price considerations. Information on the CPI may be obtained from the Bureau of Labor Statistics at <http://www.bls.gov> or by contacting the Bureau directly.

- 2.6 **Submittal Of Proposal / Response Requirements:** Submit Proposals in accordance with Section 4.0. Proposals should be organized and shall include necessary information as to be in full compliance with this Section. In order to facilitate the Proposal evaluation process, special attention should be paid to organizing Proposals in a manner consistent with Section 4.0. SBBC reserves the right to reject and not consider any Proposal that is not submitted in accordance with Section 4.0 or that does not include any necessary information. Failure to respond, or incomplete responses, to any of the evaluations criteria will result in zero or reduced allocations of points in the evaluation scoring processes for the criteria, and may result in the disqualification of the entire proposal. Failure to submit price responses for each and every required price request will result in a zero-point award for the entire cost proposal portion of the evaluation process. Because the RFP contains seven Groups, each of which will be evaluated and awarded independently of each other, Proposers who submit proposals for multiple categories must do so by submitting separate proposals for each Group. SBBC will reject any proposals prior to evaluation in which a proposer responds to multiple Groups in one proposal.

2.7 **Evaluation and Award:** This RFP is made up of seven Groups. Each of these seven Groups will be evaluated independently of each other and awarded separately. Companies that elect to submit multiple proposals for multiple Groups may do so but are not required to do so. An award recommendation will be made by the evaluation committees for each Group and separate contract Agreements will be negotiated and awarded for each Group. All responsive Proposals will be evaluated by the Evaluation Committees (hereinafter referred to as "Committees") based upon the information submitted by Proposers in response to Section 4.0 and in accordance with the evaluation criteria established in Section 5.0 for Category a.) Experience and Qualifications and Category b.) Scope of Services, Category c.) Cost of Services, and Category d.) Minority/Women Business Participation. The calculation of scoring points for Cost of Services will be determined by mathematical calculation by the Procurement & Warehousing Services Department, and the evaluation and calculation of scoring points for Minority/Women Business participation will be conducted by the District's Supplier Diversity & Outreach Program staff. Based upon the evaluation of Proposals and the scores for cost of Services and Minority/Women Business Participation, the Committees will recommend Proposer(s) to SBBC for award for each of the seven Groups. A single proposer will be recommended for the Primary Award for each of the seven Groups and an alternative vendor will be identified by the Evaluation Committees for a Secondary Award should the delivery of goods and services by the Primary awardee fail to meet contract requirements.

3.0 CALENDAR

November 19, 2014	Release of RFP 15-090E
December 2, 2014	Mandatory Proposers' Conference (See Section 2.2)
December 4, 2014	Written questions Due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
December 19, 2014	Proposals Due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal Opening will be at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.*
January 5, 2014	Evaluation Committee meets to review Proposals and make Recommendation for award for Groups 1, 2 and 3*. Meetings to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 9:00 a.m. for Group 1, and 1:30pm for Group 2 and 3
January 6, 2014	Evaluation Committee meets to review Proposals and make Recommendation for award for Groups 4, 5 and 6*. Meetings to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 9:00 a.m. for Groups 4, 5, and 6
January 7, 2014	Posting of Award Recommendations for all Groups

*These are public meetings. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

4.1 In order to maintain comparability and facilitate the review process, it is requested that Proposals be organized in the manner specified below. Include all information requested herein in your Proposal.

4.1.1 **Title Page:** Include RFP number, subject, the name of the Proposer, address, telephone number and the date.

4.1.2 **Table of Contents:** Include a clear identification of the material by section and by page number.

4.1.3 **Letter of Transmittal:** Include the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

4.1.4 **Required Response Form:** (Page 1 of RFP) with all required information completed and all signatures as specified (blue ink preferred on original). Any modifications or alterations to this form shall not be accepted and Proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.

4.1.5 **Notice Provision:** When any of the parties desire to give notice to the other, such notice must be in writing, sent by US Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of the paragraph. **This information must be submitted with the Proposal or within three days of request.** For the present, the parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
SBBC
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to: Chief Information Officer _____
7720 W. Oakland Park _____
Sunrise Florida, 33351 _____

Name of Proposer: _____
(Name of Proposer, Corporation and Agency)

(Address)

With a Copy to: _____
(Name and Position of Designee of Proposer,
Corporation and Agency)

(Address)

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

The SBBC's Procurement & Warehousing Services Department shall determine whether each Proposer meets the Minimum Eligibility requirements of Section 4.2 and any that are included in each of the seven Groups. Procurement & Warehousing Services Department shall only deliver Proposals meeting the Minimum Eligibility requirements to the Evaluation Committee for further evaluation.

- 4.2 **Comprehensive Minimum Eligibility:** In order to be considered for award, and to be further evaluated, Proposer must meet or exceed the following criteria as of the opening date of the Proposal in addition to any minimum eligibility requirements included in individual Groups. **Failure to provide the information requested below will result in Non-Responsiveness of Proposal.** The Proposer is responsible for providing the following information in its response on the **first tab of the required response form in EXCEL format provided with this RFP on DemandStar**. The Proposer must also include a statement of acknowledgement for each item below.

4.2.1 Proposer must meet or exceed the requirements of Section 7.1, Indemnification. Will your company meet or exceed the requirements as written in Section 7.1 for this contract? ☐ Yes ☐ No **Do not check both boxes.**

4.2.2 **ALL PROPOSERS MUST EXECUTE AND SUBMIT ATTACHMENT C, LEGAL OPINION OF BIDDER'S PREFERENCE FORM TO BE CONSIDERED.** Proposers from outside the State of Florida must submit a completed and signed legal opinion as specified by Florida Statute 287.084(2). Florida Proposers are not required to have an Attorney render an opinion but the Florida Proposer must complete its portion of this form. Failure to submit and execute this form, with Proposal, shall result in Proposal being considered "non-responsive" and Proposal rejected.

Further, in addition to meeting the above noted minimum eligibility requirements, proposals must meet all Group-Specific Minimum Eligibility Requirements as defined specifically for each Group in the RFP under each Group section.

- 4.3 State under what other or former name(s) the Proposer is currently operating under or has operated under.

- 4.4 **Evaluation Criteria - (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation):** This section describes the information that will be utilized in the evaluation of Proposals received and assignment of points in accordance with the evaluation criteria established in Section 5.0 for Proposals submitted. Proposers are cautioned to read this section carefully and respond with clear and comprehensive information that will assist the Evaluation Committee in evaluating Proposal submitted. **Proposers are requested to respond in the format and organizational structure stated and to refrain from including promotional or advertisement materials in their Proposal.** The maximum allowable points (See Section 5.0) that will be awarded for each section are stated below. Failure to respond or incomplete responses to any evaluation criteria below will result in zero or reduced allocation of evaluation scoring points for the criteria and may result in disqualification of entire Proposal.

4.4.1 **Proposer's Qualifications – (Maximum 300 Evaluation Scoring Points)**

4.4.1.1 **Executive Summary** – Submit a brief abstract, of approximately three pages, stating the Proposer's understanding of the nature and scope of the services to be provided and capability to comply with all terms and conditions of RFP. Additionally, proposers must provide any information requested in the individual Group sections of this RFP in Section 2 of the Group. This Executive summary should be provided in a format outside the Excel Document that accompanies this RFP.

4.4.1.2 Complete, and return, with your Proposal, Attachment B of the RFP.

4.4.1.4 Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action

has been filed against your firm(s), provide a statement to that effect. For joint venture or team Proposers, submit the requested information for each member of the joint venture or team.

- 4.4.2 **Performance and Technical Requirements – (Maximum 300 Evaluation Scoring Points):** proposers must respond completely to the performance and technical requirements described in each Group of this RFP.
- 4.4.3 **Cost of Services - (Maximum 350 Evaluation Scoring Points):** Proposers must provide all information requested in each Group in this RFP for the cost of goods and/or services sought. Failure to provide a price response for each and every requested price for goods and services listed on the Mandatory Cost proposal Sheets will negate the ability to evaluate the Proposer's submission in this section "on a level playing field" among the RFP responses received by SBBC, and may result in the rejection of the entire proposal.
- 4.4.4 **M/WBE Participation: (Maximum 50 Evaluation Scoring Points):** SBBC has a Supplier Diversity & Outreach Program. An M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is a least 51% owned and controlled by minority persons. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550. SBBC's Florida Supplier Diversity & Outreach Program works to increase the participation of Minority and Women Business Enterprise (M/WBE). It is the intent of the Supplier Diversity & Outreach Program to have a diverse group, as well as an equitable distribution of M/WBE's, participating on any award of this Proposal.

4.4.4.1	<u>M/WBE Information:</u> Proposer will be evaluated and points will be allocated for criterion 4.4.4.2, 4.4.4.3 and 4.4.4.4 depending on the information submitted by the Proposer	Maximum Points
4.4.4.2	Identify the M/WBE firm or firms who will be working with you on this engagement (see Attachment A3, M/WBE Participation). Indicate the extent and nature of the M/WBE's work with specificity, as it relates to the services as described in this RFP, including the percentage of the total costs which will be received by the M/WBE firm in connection with this Proposal (See Attachment A3).	30
4.4.4.3	Proposer shall provide the staff diversity information by completing and submitting Attachment A2, Employment Diversity Statistics.	10
4.4.4.4	Proposer shall submit information of its involvement in the minority community. Such evidence may include, but not be limited to, minority sponsored events, purchases made from minority companies, scholarship funds targeting minority students, financial contributions and/or providing other corporate resources for minority community projects.	10
	TOTAL POINTS.....	50
	The Awardee will be required to submit a monthly M/WBE Utilization Report (see Attachment A1) to our Supplier Diversity & Outreach Program, which will track payments to M/WBE(s). This report is required 15 days after the end of each month, whether the M/WBE(s) received payments or not, until all committed remuneration has been received by the M/WBE. <u>State your willingness to comply with this requirement.</u>	
	Awardee must provide the Supplier Diversity & Outreach Program a 30-day written notice for substitution of an M/WBE Proposer. <u>State your willingness to comply with this requirement.</u>	

5.0 EVALUATION OF PROPOSALS

- 5.1 The Evaluation Committee (hereinafter referred to as "Committee"), shall evaluate all Proposals received, which meet or exceed Section 4.2, Minimum Eligibility Requirements and Section 7.1 Indemnification, according to the following criteria:

<u>CATEGORY</u>		<u>MAXIMUM POINTS</u>
A.	<u>Proposer's Qualifications</u>	300
B.	<u>Performance and Technical Requirements</u>	300
C.	<u>Cost of Services</u>	350
D.	<u>M/WBE Participation:</u>	
	D.1 Participation	30
	D.2 Diversity	10
	D.3 Community Outreach	<u>10</u>
TOTAL		1000

Failure to respond, provide detailed information, or to provide requested Proposal elements may result in the reduction of points in the evaluation process or rejection of the entire proposal as non-responsive. The Committee may recommend the rejection of any proposal containing material deviations from the RFP.

- 5.2 The Committees reserves the right to ask questions of a clarifying nature once Proposals have been opened, require presentations from all Proposers, interview any or all Proposers that respond to the RFP, or make their recommendations based solely on the information contained in the Proposals submitted. Presentations, if required, will be part of the evaluation process.¹⁰
- 5.3 Based upon Section 5.1, the Committee may commence negotiations with selected Proposer(s). Alternatively, the District's Procurement & Warehousing Services Department may be recommended to conduct any necessary negotiations pursuant to the Committee's award recommendation and the presentation of the agreement to the School Board for execution. The Committee and/or the District reserve the right to negotiate any term, condition, specification, or price (other than Section 4.2 and Section 7.1) with a selected Proposer(s). In the event that mutually agreeable negotiations cannot be reached with a Proposer, the Committee may negotiate with the next ranked Proposer(s), and so forth. An impasse may be declared by the Committee at any time. The Committee will make a recommendation to the Superintendent. The Superintendent may choose to post the recommendation as its intended action of the District in accordance with Section 120.57(3) Florida Statutes or the Superintendent may choose to return the recommendation to the Committee for further deliberations consistent with the RFP. Negotiation of any term, condition, specification, or price (other than Section 4.2 and Section 7.1) with a selected Proposer(s) may also be conducted by the SBBC Procurement and Warehousing Services Department.
- 5.4 **Award:** SBBC intends to make a separate award for each of the seven Groups included in the RFP. In the event that a single proposer receives multiple Group awards, SBBC will execute separate agreements for each Group award. All awards will be made to the Proposer that has complied with the terms, conditions and requirements of the overall RFP and achieved the highest average score of Evaluation Committee Member's points including those supplied to them for the ranking of cost Proposals and MWBE Participation. After the conclusion of evaluation process and any subsequent negotiations, the recommended award will be made for the goods and services sought in the RFP in accordance with the terms of negotiations. The award(s) shall not be a guarantee of business or a guarantee of specified quantities of products or volume of service. An Agreement (in the form of the Sample Agreement attached hereto as Attachment "G") shall be prepared for execution by the Awardee and The School Board, and shall be governed by the laws of the State of Florida, and must have venue established in the 17th Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida. This Agreement approved by the SBBC's General Counsel will be submitted to SBBC for final approval. **Approval shall not be a guarantee of business, a guarantee of specified volume of service or minimum dollar revenue to be received on this contract.**

6.0 SPECIAL CONDITIONS

- 6.1 The complete original hard-copy Proposal properly completed and signed must be submitted in a sealed envelope and received **on or before 2:00 p.m. ET, December 19, 2014** at the following address in order to be considered:

PROCUREMENT & WAREHOUSING SERVICES DEPARTMENT
SBBC

7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

Attention: RFP 15-090E - Network and Telecommunications Goods and Services (E-Rate)

One complete, original hard-copy Proposal (clearly marked as such), and one complete, original electronic version (all clearly marked as "original") will constitute the original governing documents. The electronic version in Microsoft Word 6.0 or higher on CD/flash drive and 15 copies (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including the **REQUIRED RESPONSE FORM** must be fully executed and returned on or before 2:00 p.m. ET on December 19, 2014 to the Procurement & Warehousing Services Department in accordance with the submittal requirements. All Proposals shall be submitted in sealed packaging with RFP number (RFP 15-090E) and the Proposer's firm name clearly marked on the exterior of package.

- 6.2 **JOINT VENTURES:** In the event multiple Proposers submit a joint Proposal in response to the RFP, a single Proposer shall be identified as the Prime Proposer. If offering a joint Proposal, Prime Proposer must include the name and address of all parties of the joint Proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.

6.3 INSURANCE REQUIREMENTS

MINIMUM INSURANCE REQUIREMENTS

- 6.3.1 **GENERAL LIABILITY:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 6.3.2 **WORKER'S COMPENSATION:** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- 6.3.3 **PROFESSIONAL LIABILITY:** Limits not less than \$1,000,000 per occurrence covering services provided under this contract.
- 6.3.4 **AUTO LIABILITY:** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

6.0 SPECIAL CONDITIONS

6.3 INSURANCE REQUIREMENTS (Continued):

If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 will be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following:

_____ (Awardee Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition. (Fax affidavit with Certificate of Insurance to SBBC Risk Management at 866-897-0424.)

6.3.5 **ACCEPTABILITY OF INSURANCE CARRIERS:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.

6.3.6 **VERIFICATION OF COVERAGE:** Proof of the required insurance must be furnished by an Awardee to SBBC Risk Management Department by Certificate of Insurance within 15 days of notification of award. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. **FAX CERTIFICATES OF INSURANCE TO SBBC RISK MANAGEMENT AT 866-897-0424.**

6.3.7 **REQUIRED CONDITIONS:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:

The School Board of Broward County, FL, its members, officers, employees and agents are added as additional insured. The endorsement # is: _____.

All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.

(**Please include the Contract # and Title on the Certificate of Insurance.)

(Certificate Holder: School Board of Broward County, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301.)

6.3.8 **CANCELLATION OF INSURANCE:** Vendors are prohibited from providing services under this contract with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.

6.4 AWARDEE ACCOUNTING RECORDS AND RIGHT TO AUDIT PROVISIONS:

6.4.1 Awardee's and Sub-Contractor's records shall include, but not be limited to, accounting records, payroll time sheets, audited and unaudited financial statements to substantiate payment rates and income, written policies and procedures, Sub-Contractor's files and any other supporting evidence necessary to substantiate payments and income related to this Agreement (all the foregoing herein after referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awardee(s) or any of his/her payees pursuant to the execution of the Agreement. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify payments and any other matters or items associated with this Agreement.

6.4.2 For the purpose of such audits, inspections, examinations and evaluations, SBBC's agent or authorized representative shall have access to said records from the effective date of this Agreement, for the duration of the work, and until five (5) years after the date of final payment by Awardee(s) pursuant to this Agreement. All payments which cannot be documented as paid as required by the Agreement and found not to be in compliance with the provisions of this Agreement, shall be reimbursed to SBBC.

6.4.3 SBBC's agent or its authorized representative shall have access to the Awardee's facilities, shall have access to all necessary records and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. SBBC's agent or its authorized representative shall give audited firm reasonable advance notice of intended audits.

6.4.4 Awardee(s) shall certify that payments are accurate and correct on each and every payment. If an audit reveals discrepancies, such as an over payment, the Awardee will be required to reimburse SBBC for the discrepancy with a minimum of eighteen percent (18%) per annum.

6.0 SPECIAL CONDITIONS

6.4 **AWARDEE ACCOUNTING RECORDS AND RIGHT TO AUDIT PROVISIONS:**

6.4.5 If an audit inspection or examination in accordance with this article, discloses over payments (of any nature) to the Awardee(s) by SBBC in excess of ten (10%) percent of the total payments, the actual cost of SBBC's audit shall be paid by the Awardee as well as the over payments by SBBC.

6.5 **W-9 FORM**

6.5.1 All Proposers are requested to complete the attached W-9, Attachment C, and submit with their Proposal.

6.6 **COPYRIGHT INDEMNIFICATION.** SBBC agrees to notify AWARDEE promptly in writing of any threatened or pending judicial action brought against SBBC alleging SBBC's improper or unlawful use of any of the Services or AWARDEE Property, including but not limited to its infringement of a valid United States copyright law, patent or regulation (all such claims being referred to collectively herein as "Infringement Claims"). AWARDEE shall indemnify and defend the SBBC, including its board members, employees, and agents, against any and all of such Infringement Claims at its own expense and will pay (i) the legal fees of counsel engaged to defend SBBC and all of SBBC's related reasonable expenses, (ii) any costs and damages awarded against the SBBC in such action, and (iii) any amount agreed to be paid by SBBC in settlement of such action. AWARDEE's foregoing obligations are subject to and conditioned upon SBBC's full cooperation with AWARDEE in the defense of such Infringement Claims.

7.0 GENERAL CONDITIONS

- 7.1 **INDEMNIFICATION:** This General Condition of the RFP is NOT subject to negotiation and any Proposal that fails to accept these conditions will be rejected as "non-responsive".
- 7.1.1 By SBBC: SBBC agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence, when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by SBBC. Nothing herein shall be construed as consent by SBBC to be sued by third parties in any matter arising out of any contract. Nothing herein shall be construed as a waiver by SBBC to any rights or limits to liability under Section 768.28, Florida Statutes.
- 7.1.2 By AWARDEE: AWARDEE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the VENDOR, its agents, servants or employees; the equipment of the AWARDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDEE or the negligence of AWARDEE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the AWARDEE, SBBC or otherwise.
- 7.2 **IRREVOCABILITY OF PROPOSAL:** A Proposal may not be withdrawn before the expiration of 90 days from the date of Proposal opening.
- 7.3 **EVALUATION COMMITTEES AND PROPOSALS:** SBBC and its Proposal Evaluation Committees evaluate and negotiate all Proposals in accordance with State Statutes 119.071 and 286.0113.
- ..
- 7.4 **INFORMATION NOT IN RFP:** No verbal or written information which is obtained other than by information in this document or Addenda to this Request for Proposal shall be binding on SBBC.
- 7.5 **PROPOSAL PUBLIC RECORD:** Proposer acknowledges that all information contained within their Proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.
- 7.6 **NONCONFORMANCE TO CONTRACT CONDITIONS:** Services offered must be in compliance with RFP conditions and specifications and any resulting Agreement at all times. Services not conforming to RFP conditions, specifications or time frames may be terminated at Awardee(s) expense and acquired on the open market. Any increase in cost may be charged against the Awardee(s). Any violation of these stipulations may also result in:
- 7.6.1 For a period of two years, any RFP submitted by Proposer will not be considered and will not be recommended for award.
- 7.6.2 All departments being advised not to do business with Proposer.
- 7.7 **APPLICABLE LAW:** This RFP and any Agreement resulting from it shall be interpreted and construed according to the laws of the State of Florida.
- 7.8 **GOVERNING LAW:** This RFP, and any award(s) resulting from this RFP, shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this RFP shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract awarded under this RFP shall be submitted to the jurisdiction of the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida.
- 7.9 **LEGAL REQUIREMENTS:** Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the goods or services covered herein apply. Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility.
- 7.10 **ADVERTISING:** In submitting an RFP, Proposer agrees not to use the results therefrom as a part of any commercial advertising without prior written approval of SBBC.

7.0 GENERAL CONDITIONS (Continued)

- 7.11 **PAYMENT:** A purchase order will be released after award by SBBC for any services to be performed as a result of the RFP. Payment will be provided after services are in compliance with all the conditions of this RFP. All payments will be made by ACH (Automated Clearing House) for automatic deposits (credits). ACH Payment Agreement Form is attached to this RFP.
- 7.12 **EXPENDITURE:** No guarantee is given or implied as to the total dollar value or work as a result of this RFP. SBBC is not obligated to place any order for services performed as a result of this award. Order placement will be based upon the needs and in the best interest of SBBC.
- 7.13 **CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods, or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Proposer is to disclose any employees it has who are also SBBC employees by submitting Attachment B with its Proposal. Any employees identified by the Proposer when completing Attachment B should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
- 7.14 **PATENTS AND ROYALTIES:** The Proposer, without exception, shall indemnify and save harmless SBBC and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBBC. If the Proposer uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
- 7.15 **DISPUTES:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- Any Agreement resulting from the award of this RFP (if applicable); then
 - Addenda released for this RFP, with the latest Addendum taking precedence; then
 - the RFP; then
 - Awardee's Proposal.
- In case of any other doubt or difference of opinion, the decision of SBBC shall be final and binding on both parties.
- 7.16 **OSHA:** The Proposer warrants that the product supplied to SBBC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.
- 7.17 **ANTI-DISCRIMINATION:** SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine TTY 754-321-2158.
- 7.18 **LIABILITY, INSURANCE, LICENSES AND PERMITS:** The Proposer agrees to The Indemnification Provision stated herein and will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance. Where Awardee(s) is required to enter or go onto SBBC property to deliver materials or perform work or services, the Awardee(s) shall be liable for any damages or loss to SBBC occasioned by negligence of the Awardee(s) (or agent) or any person the Awardee(s) has designated in the completion of the contract.
- 7.19 **BILLING INSTRUCTIONS AND PAYMENT:** Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in duplicate to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3rd Avenue, 7th Floor, Fort Lauderdale, Florida 33301. Payment will be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school will make direct payments to the vendor. Additional billing and invoicing requirements may be included in the sections for each individual group award.
- 7.20 **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a Proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.

7.0 GENERAL CONDITIONS (Continued)

- 7.21 **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and §85.215, Exception provision, debarment or suspension of a participant in a program by one agency shall have government-wide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any Proposal submitted in connection with such lower tier covered transactions.

CERTIFICATION

- 7.21.1 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.
- 7.21.2 Where 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.
- 7.22 **BUSINESS ENTERPRISE (M/WBE) PARTICIPATION:** SBBC has a Supplier Diversity & Outreach Program whose intent is to have a diverse group of Minorities and Women Business enterprises (M/WBE) participating on SBBC contract awards. SBBC encourages each Proposer to make every reasonable effort to include M/WBE participation on any contract award under this RFP. An M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned and controlled by minority or women. If the Proposer is a Certified M/WBE by SBBC or by the State of Florida, Office of Supplier Diversity, Department of Management, Proposer should indicate its certification number in its Proposal.

For information on M/WBE Certification, or to obtain information on locating certified M/WBE's, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or www.broward.k12.fl.us/supply/vendors/mwbe.htm.

To receive evaluation points for M/WBE participation, the Proposal shall identify the specific certified M/WBE which will be utilized. The specific elements of work each M/WBE will be responsible for performing, and the dollar value of the work, as the percentage of the total contract value, must be provided.

7.0 GENERAL CONDITIONS (Continued)

- 7.23 **PROTESTING OF RFP CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this RFP, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, within 72 hours after electronic release of the competitive solicitation or Addendum and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which the school district administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. EST of the next calendar day that is not a Saturday, Sunday, state holiday or day during which the school district administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**.

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by Policy 3320, within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds. NOTE: Should a protest be filed for any one Group within this RFP, SBBC reserves the right to continue with the evaluation, negotiation, and award recommended processes for all unaffected Groups.

- 7.24 **POSTING OF RFP RECOMMENDATIONS/TABULATIONS:** RFP Recommendations and Tabulations will be posted in the Procurement & Warehousing Services Department and on www.demandstar.com on January 7, 2015 at 3:00 p.m. ET, and will remain posted for 72 hours. Any change to the date and time established herein for posting of RFP Recommendations/Tabulations shall be posted in the Procurement & Warehousing Services Department and/or at www.demandstar.com (under the document section for this RFP). In the event the date and time of the posting of RFP Recommendations/Tabulations is changed, it is the responsibility of each Proposer to ascertain the revised date of the posting of RFP Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the RFP tabulation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. EST of the next calendar day that is not a Saturday or Sunday, state holiday or days during which the school district administration is closed. No submissions made after the Proposal opening amending or supplementing the Proposal shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**. Any person who files an action protesting an intended decision shall post with SBBC, at the time of filing the formal written protest, a bond, payable to SBBC in an amount equal to one percent (1%) of SBBC's estimate of the total volume of the contract. SBBC shall provide the estimated contract amount to the vendor within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. If the protestant prevails, then the protestant shall recover from the Board all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees. **All documentation necessary for the protest proceedings will be provided electronically by SBBC.**

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds. NOTE: Should a protest be filed for any one Group within this RFP, SBBC reserves the right to continue with the evaluation, negotiation, and award recommended processes for all unaffected Groups.

7.0 GENERAL CONDITIONS (Continued)

- 7.25 **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any E-Rate Preferred Master Contract, any contract awarded by any other city or county governmental agencies, other school boards, other community college/state university system cooperative agreements, or to directly negotiate/purchase per SBBC policy and/or State Board Rule 6A-1.012, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this RFP if it is in its best interest to do so.
- 7.26 **ASSIGNMENT:** Neither any award of this RFP nor any interest in any award of this RFP may be assigned, transferred or encumbered by any party without the prior written consent of the Director, Procurement & Warehousing Services Department. There shall be no partial assignments of this RFP including, without limitation, the partial assignment of any right to receive payments from SBBC.
- 7.27 **CANCELLATION:** In the event any of the provisions of this RFP are violated by the Awardee, the Superintendent shall give written notice to the Awardee stating the deficiencies and unless deficiencies are corrected within five days, recommendation will be made to SBBC for immediate cancellation.
- 7.28 **REASONABLE ACCOMMODATION:** Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine 754-321-2158.
- 7.29 **CONE OF SILENCE:** Any proposer, or lobbyist for a proposer, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after the Procurement & Warehousing Services Department releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by the Procurement & Warehousing Services Department. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by the School Board. Further, any vendor, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the vendor is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. **Any vendor or lobbyist who violates this provision shall cause their Proposal (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**
- 7.30 **SBBC PHOTO IDENTIFICATION BADGE:**
Background Screening: Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. **Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC and who meet any or all of the three requirements identified above.** This background screening will be conducted by SBBC in advance of Awardee or its personnel providing any services. Awardee will bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this RFP entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes.

SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.

L-1 Enrollment Services has been contracted to provide all background and fingerprinting services. All questions pertaining to fingerprinting, photo identification and background check services must be directed to the EasyPath Project Coordinator at 754-321-1830 or EasyPathInfo@morphotrust.com. **Each individual, for whom a SBBC photo identification badge is requested, must fill out the forms that are required, provide his/her driver's license and social security card, and must be fingerprinted.** A background check will be conducted for each badge applicant. SBBC reserves the right to require additional information, should it be necessary, and to deny the issuance of a badge to an applicant. Any applicant, that has been denied a badge, is prohibited from entering SBBC property as an employee, sub-contractor or agent of a contract Awardee. There will be three websites used for services: 1) <http://www.l1enrollment.com/state/?st=broward> (used for scheduling and registering applicants) 2) <https://sbcc-easypath.browardschools.com/EasyPathWeb/Web.dll> (used for vendors to check the status of applicants and order replacement badges) and 3) <http://www.l1enrollment.com/state/forms/broward/51f2c822ca09f.pdf> (form/application). The total fee for the SBBC photo identification badge, fingerprinting and a FBI background check can be found at the following website: <http://www.identogo.com>. Payment options can be made by electronic check (e-check), Visa, MasterCard or use of an established escrow account code. **These fees are non-refundable and are subject to change without notice. Badges are issued for a one-year period and must be renewed annually. The renewal date will be one year from date of issuance. Failure to renew the badge, at that time, will result in the vendor being required to re-apply and pay the going rate for badging and fingerprinting.**

Vendors shall return expired and/or terminated employee badges to the following location: SBBC, Attn: L-1 Enrollment Services, 600 SE 3rd Avenue, Fort Lauderdale, Florida 33301.

7.0 GENERAL CONDITIONS (Continued)

- 7.31 **GRATUITIES**: Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of SBBC; including any School Board Member, Superintendent of Schools and any Evaluation Committee Members, for the purpose of influencing consideration of this Proposal.
- 7.32 **LOBBYIST ACTIVITIES**: In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- 7.32.1 A lobbyist is defined as a person who, for immediate or subsequent compensation (e.g., monetary profit/personal gain), represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
- 7.32.2 A lobbyist is not considered to be a person representing school allied groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
- 7.32.3 Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from official School Board Records, School Board Member's Offices or the Superintendent's Office and will be recorded on SBBC's website, www.browardschools.com.
- 7.32.4 The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.
- 7.32.5 Senior-level employees (Pay Grade 30 and above) and/or School Board Members are prohibited from lobbying activities for one year after resignation or retirement or expiration of their term of office.
- 7.32.6 The Deputy to the Superintendent shall keep a current list of persons who have submitted the lobbyist statement form.
- 7.33 **PREPARATION COST OF PROPOSAL**: Proposer is solely responsible for any and all costs associated with responding to this RFP. SBBC will not reimburse any Proposer for any costs associated with the preparation and submittal of any Proposal, or for any travel and per diem costs that are incurred by any Proposer.
- 7.34 **WITHDRAWAL OF RFP**: In the best interest of SBBC, SBBC reserves the right to withdraw this RFP at any time prior to the time and date specified for the Proposal opening.
- 7.35 **SEVERABILITY** In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.
- 7.36 It is the sole responsibility of the **Proposer** to assure it has received the entire Proposal and any and all Addendum.
- 7.37 It is the sole responsibility of the **Proposer** to assure that its Proposal is time stamped in the **PROCUREMENT & WAREHOUSING SERVICES DEPARTMENT** on or before 2:00 p.m. EST on the date due.
- 7.38 No verbal or written information which is obtained other than by information in this document or by Addenda to this RFP shall be binding on SBBC.
- 7.39 No submissions made after the Proposal opening, amending or supplementing the Proposal, shall be considered.

7.0 GENERAL CONDITIONS (Continued)

7.40 ACCEPTANCE AND REJECTION OF PROPOSALS:

- 7.40.1 **Acceptance:** All Proposals properly completed and submitted will be evaluated in accordance with Section 5.1. SBBC reserves the right to reject any or all Proposals that contain material deviations from the RFP or that fail to meet all mandatory requirements. SBBC may reject any or all Proposals when it services the best interest of SBBC.
- 7.40.2 SBBC also reserves the right to waive irregularities or technicalities in any Proposal received if such action is in the best interest of SBBC. However, such a waiver shall in no way modify the RFP requirements or excuse the Proposer from full compliance with the RFP specifications and other contract requirements if the Proposer is awarded the contract.
- 7.40.3 **Rejection:** A Proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to, the following:
- 7.40.3.1 The Proposal is time-stamped at the Procurement & Warehousing Services Department after the deadline specified in the RFP.
 - 7.40.3.2 Failure to execute and return the enclosed original **REQUIRED RESPONSE FORM** as defined in Subsection 4.1.4 (see Section 1.0).
 - 7.40.3.3 Failure to respond completely to all section, subsections, and Mandatory Cost Proposal Sheets included as a part of this RFP.
 - 7.40.3.4 Proof of collusion among Proposers, in which case all suspected Proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
 - 7.40.3.5 The Proposal shows non-compliance with applicable laws or contains any unauthorized additions or deletions, is a conditional Proposal, is an incomplete Proposal, or contains irregularities of any kind which make the Proposal incomplete, indefinite, or ambiguous as to its meaning.
 - 7.40.3.6 The Proposer adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award or adds provisions contrary to those in the RFP.
- 7.41 **ORIGINAL DOCUMENT FORMAT:** Only the terms and conditions of this solicitation as they were released by SBBC, or amended via Addendum, are valid. Any modification to any term or condition by a Proposer is not binding unless it is expressly agreed to in writing by SBBC.
- 7.42 **TERMINATION:** This RFP may be terminated with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this RFP. In the event of such termination, SBBC shall not be obligated to pay for any services beyond the effective date of termination.
- 7.43 **PRICE REDUCTIONS:** If, from date of Proposal opening, the Awardee either bids the same products and/or services at a lower price than offered to SBBC or reduces the price of the proposed product or service, the lowest of these reduced prices will be extended to SBBC. Additionally, the proposers by responding to this RFP understand and agree to comply with E-Rate rules (including those included in the Modernization Order that require compliance with the FCC's "Lowest Corresponding Price" rules).
- 7.44 **DISTRIBUTION:** DemandStar by Onvia, www.demandstar.com, is the official method approved by the Supply Management and Logistics Department for the distribution of all competitive solicitations including ITBs and RFPs. It is the responsibility of all interested parties to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Proposer's failure to obtain complete bidding documents from DemandStar. SBBC reserves the right to reject any Proposal as non-responsive for failure to include all necessary documents or required Addenda. For information regarding the above-referenced solicitation, contact the designated Purchasing Agent as stated herein.
- 7.45 **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the Awardee(s), purchases may be made under this RFP by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
- 7.46 **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the vendor to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from vendor's equipment and all access privileges must be revoked. Final payment will be withheld until the vendor has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.

7.0 GENERAL CONDITIONS (Continued)

- 7.47 **CONFIDENTIAL RECORDS:** The Vendor acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Vendor and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the District's students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Vendor agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Vendor represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Vendor agrees to provide the District with a written summary of the procedures Vendor uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Vendor.

- 7.48 **TIE BID PROCEDURES:** If the Committee's evaluation results in a tie total score between two or more Proposals, priority shall be given to Proposers in the following sequence:

- A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.087, Florida Statutes, as currently enacted or as amended from time to time;
- The Broward County Certified Minority/Women Business Enterprise vendor;
- The Palm Beach or Miami-Dade County Certified Minority/Women Business Enterprise vendor;
- The Florida Certified Minority/Women Business Enterprise vendor;
- The Broward County vendor, other than a Minority/Women Business Enterprise vendor;
- The Palm Beach or Miami-Dade County vendor, other than a Minority/Women Business Enterprise vendor;
- The Florida vendor, other than a Minority/Women Business Enterprise vendor.
- If application of the above criteria does not indicate a priority for award, the award will be decided by a coin toss. The coin toss shall be held publicly either in the Procurement & Warehousing Services Department or the location where the RFP Evaluation takes place. The vendors with the same scores will be invited to be present as witnesses.

- 7.49 **OMMITTED.**

- 7.50 **E-Rate Transparency Requirements:** Proposers must understand and agree to the condition that E-Rate rules dictate that the information provided in proposals submitted in response to this RFP will be fully transparent. No information provided in either the narrative sections and/or the Mandatory Cost Proposal Sheets of proposals submitted will be considered confidential.

- 7.51 **Compliance with E-Rate "Lowest Corresponding Price Rule:** Proposers must subscribe to the conditions of E-Rate's "Lowest Corresponding Price Rule" in its business with SBBC. This requirement generally states that the provider of goods and services to SBBC must do so at the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular applicant (school, library, or consortium) for similar services. Further clarification about this requirement is available in the E-Rate Modernization Order.

- 7.52 **Extraneous and/or Ancillary Fee Collection:** Proposers may not charge SBBC any service fees that may be allowed by Federal, State, or Local statute or telecommunications tariff, but are not statutorily required to charge.

- 7.53 **E-Rate 471 Filing Processes:** SBBC requires that Quotes and Proposals submitted as a part of E-Rate project planning and related Form 471 submission be done, upon request, using Templates provided by E-Rate program administrators (FCC / USAC)

- 7.54 **E-Rate Quoting and Invoicing Requirements:** Proposers must agree to provide quotes for goods and services in a way that separates and provides sub-totals for all E-Rate eligible items included broken out from E-Rate ineligible items included. This requirement includes providing cost allocation information when any good or service is procured that combines both E-Rate eligible and E-Rate ineligible elements.

- 7.55 **BIDDING PREFERENCE LAWS:** ALL BIDDERS MUST EXECUTE AND SUBMIT THE LEGAL OPINION OF BIDDER'S PREFERENCE FORM. The State of Florida provides a Bidder's preference for Florida vendors for the purchase of personal property. The local preference is five (5) percent.

Bidders inside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form and must submit this form with the submitted Proposal. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida bidders must execute and submit their portion of the form to be considered. **Failure to execute and submit this form, with your Proposal, shall result in Proposal being considered "non-responsive" and Proposal rejected.**

ATTACHMENT A

- A1 M/WBE Utilization Report**
- A2 Employment Diversity Statistics**
- A3 M/WBE Participation**

Proposer's Company Name: _____

Monthly Utilization Reports to be Submitted to:

The School Board of Broward County, Florida
 Supplier Diversity & Outreach Program
 7720 West Oakland Park Boulevard, Suite 323
 Sunrise, FL 33351-6704

754-321-0550 Telephone

754-321-0934 FAX

Monthly M/WBE Utilization Report

This report is required 15 days after the end of each month, whether the M/WBE(s) received payments or not, until all committed remuneration has been received by the M/WBE.

1. Reporting Period From: _____ Reporting Period To: _____

This report is required by The School Board of Broward County, Florida. Failure to comply may result in the School Board commencing proceedings to impose sanctions on the Prime Vendor, in addition to pursuing any other available legal remedy. Sanctions may include the withholding of payments for work committed to M/WBE participants, and a negative recommendation to award further contracts bid by The School Board of Broward County, Florida.

Prime Vendor Information

NAME & ADDRESS OF PRIME VENDOR	CONTRACT AMOUNT (if applicable)	LENGTH OF CONTRACT	CONTRACT START DATE	CONTRACT END DATE	TOTAL % OR \$ AMOUNT TO MINORITY/ WOMEN
RFP Number:					
RFP Title:					

SUPPLIER DIVERSITY & OUTREACH PROGRAM VENDOR INFORMATION

NAME OF CERTIFIED M/WBE VENDOR	WORK DESCRIPTION	AMOUNT DRAWN/PAID TO VENDOR	AMOUNT FOR WORK PERFORMED DURING MONTH	AMOUNT PAID TO DATE	% of TOTAL PAID TO CONTRACT AMOUNT

Company Official's Signature & Title: _____

Phone # (_____) _____

Date: _____

Employment Diversity Statistics

Proposer's Company Name: _____

Provide the following employment diversity statistics by completing the chart below.

JOB CATEGORIES	TOTAL	NON-HISPANIC WHITE		NON-HISPANIC BLACK		HISPANIC		ASIAN		AMERICAN INDIAN/ ALASKA NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
% of Total Workforce											

M/WBE PARTICIPATION

Complete the following information on the proposed M/WBE participation on this contract.

Proposer's Company Name: _____

M/WBE Firm Information	Scope and/or Nature of Work to be Performed by the M/WBE	% of M/WBE Participation	Actual Amount to be expended with M/WBE *
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ M/WBE Certification No.: _____ Certifying Agency Name: _____ Address: _____ _____ Telephone No.: _____			
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ M/WBE Certification No.: _____ Certifying Agency Name: _____ Address: _____ _____ Telephone No.: _____			
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ M/WBE Certification No.: _____ Certifying Agency Name: _____ Address: _____ _____ Telephone No.: _____			

* PLEASE INDICATE IF AMOUNT TO BE EXPENSED IS: PER YEAR ☐ - PER CONTRACT PERIOD ☐ OR OTHER ☐

ATTACHMENT B

GROUPS

As stated previously, this RFP is made up of seven Groups, each of which will be evaluated and awarded independently. Separate contracts will be awarded for each Group. Proposers may submit proposals for any single Group or multiple Groups. Proposers that opt to submit proposals for multiple Groups must do so by submitting individual RFP responses for each Group, even though some of the material included will be repeated in the separate submittals. Proposals in which a proposer combines multiple responses to multiple Groups in a single RFP submittal will be rejected, and will not be considered in the evaluation process for any Group.

For each Group, SBBC provides minimum qualifications for participation, requests information from proposers about the strength of their company and their ability to execute on the delivery of the goods and/or services sought, the proposers ability to provide the technology required (including the ability to meet both performance requirements and technical specifications), and the costs for the goods and services offered.

The chart on the next page lists and describes the Groups in this RFP.

RFP 15-090E: GROUPS

Group #	RFP Attachment Identifier	Group Title	Group Description
1	B1	STRUCTURED CABLING	Goods and services required to build and maintain low voltage voice, video and data cabling systems
2	B2	NETWORK EQUIPMENT – LOCAL AREA NETWORKS, WIRELESS LOCAL AREA NETWORKS	Goods and services required to install and maintain the electronics needed to provide access to the Internet and other digital resources for computers and other peripherals on school campuses and district offices.
3	B3	NETWORK EQUIPMENT – ENTERPRISE CORE NETWORK	Goods and services need to provide and manage the interconnections of Internet, Wide Area Network, and Data center resources at SBBC's network core.
4	B4	VOICE EQUIPMENT – AVAYA EQUIPMENT, LICENSING, AND MAINTENANCE, TADIRAN EQUIPMENT, LICENSING, AND MAINTENANCE, AND DEDICATED TECHNICIAN SERVICES	Goods and services needed to provide voice systems, components, maintenance services and dedicated technician services to support the SBBC voice enterprise.
5	B5	VOICE – CIRCUIT-SWITCHED SERVICES (Including Long Distance Services)	Circuit-switched voice services needed to provide district-wide communications for schools and departments, and provide access to world-wide public voice networks.
6	B6	VOICE – PACKET-SWITCHED SERVICES (SIP) (Including Long Distance Services)	Packet-switched voice services needed to provide district-wide communications for schools and departments, and provide access to world-wide public voice networks.
7	B7	VOICE – CELLULAR VOICE AND DATA	Goods and services needed to provide mobile connections utilizing cellular and related IP technologies

ATTACHMENT B1

STRUCTURED CABLING

Group 1 - Section 1: A broad narrative description of the current environment and scope of services sought.

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals for Structured Cabling goods and services, and the purchase of Dedicated Technician Services as described herein. The scope of requirements includes, but is not limited to, communications wiring and related hardware, conduits and related cable management infrastructure and all related components required for a fully functional communications infrastructure. Prices quoted shall include both installed and non-installed pricing as requested on the Mandatory Cost Proposal Sheets, and there is no guarantee of work to be offered as a result of this RFP. SBBC also expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing a communications infrastructure that is reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

Current Conditions: SBBC employs a communications transport system to support the transmission of voice, data, and multimedia applications. The communications transport system is based on a structured wiring design of (normally) four pair, plenum, Category 5e and/or Category 6, unshielded twisted pair (UTP) cables to each communications outlet (CO) location in a quad, dual or single port configuration. Quad COs consist of four, 8-pin modular jacks, Category 5e and/or Category 6, dual COs consisting of two, 8-pin modular jacks, Category 5e and/or Category 6 and a Single CO consist of one, 8-pin modular jack Category 5e and/or Category 6. Quad, dual or single CO locations originate from a main equipment room (ER) usually located in the Media Center or a communications closet (TR). Rooms located outside the distance limitations of the ER, or in outlying buildings. Voice cabling infrastructure for non-IP phone systems is fed from communication closets connected to the main ER via a category 3-voice grade, copper backbone cable and optical multi-mode fiber cable. All CO location cables are directly home run to the nearest TR or the ER and terminated on Category 5e and/or Category 6, 8-pin modular patch panels with 110-type connecting hardware. This conforms to SBBC's District Standards and all current Building Industry Consulting Service International (BICSI) standards and specifications. The technical specifications listed below include, but are not limited to, the design and installation criteria for a complete and functioning communications infrastructure.

Scope: The scope of this RFP includes the purchase of communication infrastructure and services for:

- Adds, moves and changes to the existing communications infrastructure at schools and district offices
- Installation of communications infrastructure to support data, voice, and video at new schools and district offices.
- Communications infrastructure in relocatable classrooms.
- Communications infrastructure Building renovations and additions.
- Dedicated Technician services.

The awardee of the RFP Contract for this Group is expected to provide the services noted in the RFP, and other services associated with the complete delivery of Structured Cabling systems and infrastructure in ways that meet the current educational and business needs of SBBC's environment and those that will provide new solutions in the future. The scope of these services is likely to expand to include products not specifically mentioned in this RFP. Additionally, the technical specifications for specific services included in the RFP may be modified as needed by SBBC throughout the term of the RFP award as technology changes and SBBC's business and operational requirements shift.

Group 1 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 2 Tab of the Excel Workbook GROUP1.xls as provided with the RFP.

G1.2	Evaluation Criteria: The Vendor-partner
G1.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.
G1.2.2	Company Structure: proposers must describe the structure of their company and list company / corporate officers or principals.
G1.2.3	Safety Program: Proposers must describe their company's ongoing training program to ensure employee safety. Proposers are requested to submit OSHA forms 300A and Workers Compensation MOD score.
G1.2.4	Business Licenses: All work associated with communications systems are to be done under the direction of a communications contractor with a valid State of Florida Low Voltage License. Proposer must provide a copy of applicable State and Local business and operational licenses.
G1.2.5	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect.
G1.2.6	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all products purchased under this RFP. For this Group in the RFP, proposers must be, at a minimum, Dealers or Authorized Distributors of Legrand Ortronics and Proposer must submit a copy of their Legrand/Ortronics Certified Installer Plus Certification, and Extron Electronics (or be willing to acquire the Extron certification within 90 days of date of award).
G1.2.7	Local Presence: Proposer must have a local presence in Broward, Dade or Palm Beach County. Local presence, for the purpose of this RFP, is defined as having a local office and service center / warehouse.
G1.2.8	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience). Proposer must also provide: <ul style="list-style-type: none"> • List of current contracts held • List of major projects currently being executed • List of school Districts that utilize the company's services • Description of the largest project(s) successfully completed by the proposer

G1.2.9	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number.
G1.2.10	Customer References: Proposer must provide 3 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.
G1.2.11	Supplier References: Proposer must provide reference information from 2 major suppliers with whom they currently conduct supply chain business.
G1.2.12	Banking Reference: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct timely and efficient business with SBBC.
G1.2.13	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.

Group 1 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR1.xls as provided with the RFP:

G1.3	Evaluation Criteria: The Vendor-partner's Performance
G1.3.1	Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.
G1.3.2	Certification(s): Proposer must provide verification of their current certification, to install maintain, and perform all warranty work as part of the scope of services and technical specifications stated within the RFP. Specific certification must include Legrand Ortronics Certified Plus or better and BICSI Corporate Membership number. Proposer must provide copies of current certificate(s) and BICSI registration number verifying that one or more Registered Communications Distribution Designer (RCDD) is currently employed by proposer. Proposer must provide proof that 30% of their installers and technicians are BICSI, Oasis and Legrand Ortronics Certified Installer Plus certified and must maintain that percentage for the term of the contract. Proposer must provide the names of technicians and copies of each technician's Legrand /Ortronics Certified Installer Plus, Oasis, and BICSI registered cabling installation certifications that will be assigned to SBBC during the term of the contract. Proposer, by submitting their proposal agree to maintain staffing that will always hold current certification throughout the term of this contract. SBBC reserves the right to request proof of manufacturer certifications at any time.
G1.3.3	Employee Conduct: All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing each project. All rules and guidelines of the project site(s) and SBBC shall be adhered to under this contract. No smoking shall be permitted on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities without permission. All awardee's employees working on site must report to the School Administration Office to sign in. When working on an SBBC construction site owned by a general contractor, all work will be coordinated with the general contractor so as not to impede the progress of any construction activity
G1.3.4	Billing and Payment: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.
G1.3.5	Price offers: The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. This having been said,

	SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price reductions will not require contract amendment, but must be memorialized in writing to Broward Schools' Directors of Purchasing and Technical Support Services at SBBC.
G1.3.6	<p>Use of Sub-Contractors: An awardee proposing to subcontract any portion of the proposal will be responsible as prime awardee for the total proposal to the satisfaction of SBBC. Proposer shall provide the names, addresses and qualification of any sub-contractor performing work under this contract with the proposal. SBBC may require additional information on sub-contractors at a later date and reserves the right to reject any sub-contractor.</p> <p>Proposers must understand and agree that no part of this contract can be subcontracted or ownership transferred to any third party without the written approval of the Director of Supply Management and Logistics. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.</p>
G1.3.7	Agreement to perform all work in accordance with building code and permitting requirements: SBBC requires that the awardee perform all work in accordance with all SBBC and Broward County (and any other applicable agency) requirements.
G1.3.8	Agreement to perform work in accordance with attached Voice, Data, and Video Structured Cabling Design Criteria: SBBC requires that all work is to be executed in compliance with SBBC Design Criteria and Division 17000 specifications as applicable.
G1.3.9	Badging/Uniform: All employees of awardee, employed under this contract shall wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract. All installation personnel of the awardee will be required to wear uniforms while on-site. At a minimum, the uniforms shall consist of a shirt with the company's name prominently displayed.
G1.3.10	Warranty Requirements: To ensure Limited Lifetime performance warranty, all products must comply at a minimum with nCompass™ Cabling System specifications and performance warranty coverage requirements. Awardee will be required to register with Legrand/Ortronics for the nCompass™ Warranty Certificate on all work completed. Awardee shall replace, free of charge for this period any cable, connector, or other component installed by the awardee, which malfunctions. This warranty shall in no manner cover components that have been damaged or rendered by unserviceable due to negligence, misuse, acts of vandalism, or tampering by personnel other than the awardee's employees or agents.
G1.3.11	<p>Warranty of Currency: SBBC includes this Warranty of Currency requirement to protect itself from unknowingly purchasing technology that is at the end of its production, support, and/or market life cycle. The intent of this Warranty of Currency requirement is not to require that the awardee perpetually upgrade equipment purchased through this contract throughout its functional life. Rather, the intent is to require that the awardee disclose and notify, in writing, SBBC of generational upgrades of the products sold to SBBC under this contract prior to the sale and delivery of equipment. This will allow SBBC to make responsible purchasing decisions based not only on what is being purchased, but also based on when the purchases are made.</p> <p>During the term of the contract, SBBC requires that specific and general information about major generational upgrades in their product lines and/or operating system releases, be provided to SBBC at least 60 days prior to the disclosure and or sale of the new technology in the open market. Failure to provide notification of major generational upgrades to product lines sold to SBBC at least 60 days to the introduction of upgraded equipment on the open market will result in the awardee indemnifying SBBC by replacing at no additional cost, items sold to SBBC after the time notification should have been made with the new generation equipment (including installation and configuration), or by</p>

	<p>providing a financial settlement calculated by SBBC for the value lost by making the ill-timed purchase.</p> <p>Generational upgrades are those that include any of the following (or any combination thereof):</p> <ul style="list-style-type: none"> • Represents the end of life for a particular product line • Substantially improves performance and/or functionality • Substantially impacts the manageability or security of the goods in the enterprise
G1.3.12	<p>Item Enhancement: During the term of the contract, awardee may offer to SBBC an enhanced feature associated with any item. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced item must meet or exceed those detailed in the technical specifications of this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced item. SBBC reserves the right to continue to order the item as is or to purchase the newer, enhanced item.</p>
G1.3.13	<p>Discontinuation and Substitution for RFP Items: Over time, SBBC expects that the items listed in Section 4 below (cost Proposal) will reach end of either their sale or support life. Proposers must understand and agree that it is required of them to provide alternative products that meet or exceed the operational functionality of the items listed in the RFP at the prices include on the Mandatory Cost Proposal Sheet. Also, SBBC recognizes that as technology and business requirements change throughout the term of this RFP contract, it may be in the best interest of SBBC to buy alternative products to those listed herein. Proposers must understand and agree to make available those items as requested at the discount levels established in this RFP.</p>
G1.2.14	<p>Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.</p>
G1.3.15	<p>Order Placement and shipping costs: Requests for project proposals will be made by SBBC staff. The Awardee must respond with a written quote/proposal. Any quote for work that is being done with ERATE funding support is valid until the close of the associated FRN. Proposals/quotes for work being done with anticipated E-Rate funding support must break out the E-Rate eligible and In-eligible components. Shipping must be provided at no cost. Shipping costs for any material that is defective is the responsibility of the awardee.</p>
G1.3.16	<p>Installation of Goods and Site Clean Up: Awardee will deliver and install items ordered within 30 days after receipt of purchase order. Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis or as needed during the course of the day. At the completion of the installation of the wiring in the communications rooms, the awardee shall provide a complete clean-up of the rooms. This procedure shall include vacuuming of the floor surface, cleaning of racks, panels and boards, etc. Workstation outlet locations areas shall be cleaned on an on-going basis each time the awardee completes work in the area.</p>
G1.3.17	<p>Protection of work, property and personnel: Awardee shall at all times guard against damage and/or loss to the property of the School Board, and shall replace and/or repair any loss or damages. The school Board may withhold payment or make such deductions, as it may deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.</p>

G1.3.18	DOA / Installation Failure: Vendor-partners must agree to immediately replace any equipment deemed to be defective at the time of installation without delay and at no cost to SBBC.
G1.3.19	Invoicing Requirements: All invoices must contain itemized pricing for all equipment, software, and or service included. Each item that is shipped with a serial number must reference that number on the invoice.
G1.3.20	Training and Transfer of Knowledge: SBBC expects that one of the value added services that will be delivered by the vendor-partner awarded this RFP contract is training on the use of the equipment and systems procured through its use. Proposers are asked to describe the methods by which, and the extent to which the will address this expectation.
G1.3.21	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or system procured under this RFP contract.
G1.3.22	Project Tracking – Progress Reporting: Awardee will be required to submit weekly progress reports to SBBC and/or its designees via email each Friday. At a minimum the report shall contain the following: <ul style="list-style-type: none"> • work completed for the week with actual completion dates • work scheduled for the following week with estimated start dates • unforeseen delays / obstacles, other comments
G1.3.23	Manufacturing Delays: If, at any time during the term of the RFP contract, awardee cannot supply equipment and/or materials in compliance with this RFP, awardee will furnish SBBC with a temporary solution so as not to delay the project
G1.3.24	Dedicated Certified Maintenance and Support Technicians: SBBC requires that the awardee make available certified field technicians, for hire, capable of performing adds, moves, changes and routine maintenance services on the current and future install-base of cabling infrastructure. All Certified Maintenance and Support Technicians must be provided with all the appropriate equipment, tools, transportation and training to properly install and maintain District purchased voice and data structured cabling in accordance with terms specifications and conditions as stated in the RFP by the awardee. All Certified Maintenance and Support Technicians will work under the direction of SBBC Information and Technology management.
G1.3.25	After-Hour/Emergency Technician Services: SBBC requires that the awardee make available a certified field technician for after house emergency response. This person must be certified on SBBC installed network systems and have access to repair equipment stock. The after-house time frame is defined as the hours of 5:00pm to 10pm weekdays, and 8:00am to 10:00pm Saturday, Sunday, holiday and during any unplanned site closures. This certified Field Technician must be accessible by cell phone for Information & Technology notification of emergency repairs requiring response. Pricing for tis emergency technician service (hourly rate) will be in accordance with the Cost Proposal Submittal.
G1.3.26	Training Requirements: SBBC requires that awardee must include one four-hour session of hands-on training for any new model of AV or structured cabling systems released and purchased by SBBC. This training will be held at the Information & Technology Department. SBBC requires training for up to 15 SBBC personnel. Topics shall focus on the network equipment, operations, network management and client utilization and any related topic determined by SBBC.
G1.3.27	Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.

The “Value Add” Proposition: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district,

and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the "Value Add" attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 1 - Section 4: What SBBC intends to procure most often, and at what cost.

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR1.xls as provided with the RFP. Proposers must provide a price quote for each item listed in the column highlighted in blue.

Failure to include a price offer for each and every item included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that item. Additionally, the omission of a price offer for any item listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form.

ATTACHMENT B2
NETWORK EQUIPMENT – LOCAL AREA NETWORKS,
WIRELESS LOCAL AREA NETWORKS

Group 2 - Section 1: A broad narrative description of the current environment and scope of services sought.

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals for the procurement of network equipment needed to provide or expand Local Area Network (LAN) and Wireless Local Area Network (WLAN) solutions on its school campuses and other District facilities. Prices quoted shall include both installed and non-installed pricing as requested on the Mandatory Cost Proposal Sheets, and there is no guarantee of work to be offered as a result of this RFP. SBBC also expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing a communications infrastructure that is reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

Scope: The scope of this RFP includes the purchase of network equipment and related services for:

- network equipment infrastructure at new schools and/or department site
- Upgrade of existing network infrastructure at schools and District offices not already upgraded or partially upgraded
- The procurement of parts and equipment that are needed to maintain all existing HP network equipment currently installed throughout the District
- Purchase of Dedicated Technician Services for maintenance of existing network equipment.

The awardee of the RFP Contract for this Group is expected to provide the services noted in the RFP, and other services associated with the complete delivery of Voice Network Services in ways that meet the current educational and business needs of SBBC's environment and those that will provide new solutions in the future. The scope of these services is likely to expand to include products not specifically mentioned in this RFP. Additionally, the technical specifications for specific services included in the RFP may be modified as needed by SBBC throughout the term of the RFP award as technology changes and SBBC's business and operational requirements shift.

Current Environment:

Currently all of SBBC 270 plus facilities, both schools and administrative sites are connected via a Wide Area Network (WAN) in a hub and spoke topology back to the technology center utilizing Analysis Service Element (ASE) switched Ethernet.

The WAN connects to each sites Local Area Network (LAN). LAN's are installed using a hierarchical star topology. The district's LAN's are a mix of both Cisco and HP network equipment. All wiring closets utilize a standard 19" 2-post racks. Switch ports support 10/100 mbps and gigabit connections vial UTP CAT 5e or CAT 6 copper RJ-45 connectors and either 62.5 or 50-micron multimode fiber.

The LAN network backbones are gigabit or mufti-gigabit fiber with a minimum of switched Fast Ethernet to the desktop for all ports. The network components provide both Layer II and Layer III switching, including full support of VLAN distribution on all backbones and segments. Smart UPSs are located in each wiring closet and are sized based on the network

equipment they support. They are outfitted with network management cards for remote management over the network. SNMP is utilized to provide capabilities for proactive network management at the district's Network Operation Center (NOC). Core switches located in the main Communications Equipment Room (CER or MDF) are equipped with full function router capabilities such as RIPv2, OSPF, and PIM. Among many other benefits, the routing or "Layer 3" capability of the main switch allows for the creation and routing of V (virtual) LANs, which segment a large campus network into smaller logical networks for improved performance and administrative control. "Layer 4" capability allows for the prioritization of traffic (QoS quality of service) for delay-sensitive applications, such as voice or video traffic. At sites where VoIP is implemented, QoS, redundancy, and power over Ethernet features are utilized.

The edge switches are enterprise-class managed switches. They are layer 2-4 "aware", to allow for the implementation of QoS at the edge as the technology needs dictate. These switches support both 10/100 mbps and gigabit connections via UTP Cat 5e and/or Cat 6 copper RJ-45 connectors to the desktop. The more recent install use modular, chassis-based switches in the outlying closets versus stackable switches. This allows for higher port densities, a common, faster backbone, greater ease-of-management, and cleaner installs.

All of the district's network components (approximately 4500) are centrally monitored using Open View, SNMPc, , HP Intelligent Management Center (IMC), CiscoWorks for legacy Cisco Equipment, InterMapper, Hive Manager for AeroHive wireless, and Cisco Wireless Control System.

All schools have 100% complete wireless coverage throughout their facilities. Broward Schools' wireless network consists over 11,500 Access Points of which 5300 are Aerohive, 6400 Cisco. Daily peak load of wireless clients generally exceeds 60,000 connected clients.

Wireless Encryption Protocol (WEP) and WPA2-PSK Wireless WIFI Protected Access is the current Broward Schools network security standard for wireless district and guest access. Broward Schools employs wireless intrusion detection through the controllers and WCS. The district is moving towards a centralized secure guest network for outside users. Portables that unable to be wired for various reasons use Cisco wireless mesh APs for network service. Broward Schools is trending towards VOIP over WLAN utilizing Avaya wireless telephones.

Group 2 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP2.xls as provided with the RFP.

G2.2	Evaluation Criteria: The Vendor-partner
G2.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation.
G2.2.2	Company Structure: Proposers must describe the structure of their company and list company / corporate principals and/or officers.
G2.2.3	Safety Program: Proposers must describe their company's ongoing training program to ensure employee safety. Proposers are requested to submit OSHA forms 300A and Workers Compensation MOD score.
G2.2.4	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect.
G2.2.5	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all products purchased under this RFP. For this Group in the RFP, proposers must be, at a minimum, Dealers or Authorized Distributors of HP Network, Cisco Network, and Aerohive Network equipment.
G2.2.6	Local Presence: Proposer must have a local presence in Broward, Dade or Palm Beach County. Local presence, for the purpose of this RFP, is defined as having a local office and service center / warehouse.
G2.2.7	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience). Proposer must also provide: <ul style="list-style-type: none"> • List of major projects currently being executed or recently completed • List of school districts that utilize the company's services • Description of the largest project(s) successfully completed by the proposer within the last 24 months.
G2.2.8	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number
G2.2.9	Customer References: Proposer must provide 3 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.
G2.2.10	Supplier References: Proposer must provide reference information from 3 major suppliers with whom they currently do business and with whom they have accounts in good standing.
G2.2.11	Banking Reference / Financial health: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct business. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.

G.2.2.12	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.
----------	--

Group 2 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

#SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR2.xls as provided with the RFP:

G2.3	Evaluation Criteria: The Vendor-partner's Performance
G2.3.1	Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.
G2.3.2	Certification(s) Proposer must provide verification of their company's current certification, to install maintain, and perform all warranty work as part of the scope of services and technical specifications stated within the RFP. SBBC requires that the awardee make available to SBBC systems engineers as described below for Dedicated Technician Services that are fully certified and qualified to manage and maintain wired and wireless equipment and systems procured through this RFP award in ways that efficiently manage and maintain the install base and protect warranty coverage of systems.
G2.3.3	<p>Dedicated Certified Maintenance and Support Technicians: SBBC requires that the awardee make available certified field technicians, for hire, capable of performing adds, moves, changes and routine maintenance services on the current and future install-base of network equipment. All Certified Maintenance and Support Technicians must be provided with all the appropriate equipment, tools, transportation and training to properly install District purchased network equipment for both wired and wireless in accordance with terms specifications and conditions as stated in the RFP by the awardee. All Certified Maintenance and Support Technicians will work under the direction of SBBC Information and Technology management. Certified Maintenance and Support Technicians will be expected to perform the following tasks but not limited to:</p> <p>Service, ship and replace network equipment purchased by the District that is out of contracted warranty but within the manufacturers extended warranty period.</p> <p>Setup, integrate, inventory and install if required any "out of or in warranty" network equipment pulled from district approved storage facilities to schools or district sites.</p> <p>System updates or routine maintenance of "out of or in warranty" network equipment.</p>

G2.3.4	After-Hour/Emergency Technician Services: SBBC requires that the awardee make available a certified field technician for after-hours emergency response. This person must be certified on SBBC installed network systems and have access to repair equipment stock. The after-house time frame is defined as the hours of 5:00pm to 10pm weekdays, and 8:00am to 10:00pm Saturday, Sunday, holiday and during any unplanned site closures. This certified Field Technician must be accessible by cell phone for Information & Technology notification of emergency repairs requiring response. Pricing for tis emergency technician service (hourly rate) will be in accordance with the Cost Proposal Submittal
G2.3.5	Employee Conduct: All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing each project. All rules and guidelines of the project site(s) and SBBC shall be adhered to under this contract. No smoking shall be permitted on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities without permission. All awardee's employees working on site must report to the School Administration Office to sign in. When working on an SBBC construction site owned by a general contractor, all work will be coordinated with the general contractor so as not to impede the progress of any construction activity
G2.3.6	Billing and Payment: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.
G2.3.7	Price offers: The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. All installation costs must be included in the purchase price of any equipment procured through this RFP contract. This having been said, SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price reductions will not require contract amendment, but must be memorialized in writing to Broward Schools' Directors of Purchasing and Technical Support Services at SBBC.
G2.3.8	Use of Sub-Contractors: An awardee proposing to subcontract any portion of the proposal will be responsible as prime awardee for the total proposal to the satisfaction of SBBC. Proposer shall provide the names, addresses and qualification of any sub-contractor performing work under this contract with the proposal. SBBC may require additional information on sub-contractors at a later date and reserves the right to reject any sub-contractor. Proposers must understand and agree that no part of this contract can be subtracted or ownership transferred to any third party without the written approval of the Director of Supply Management and Logistics. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.
G2.3.9	Agreement to perform all work in accordance with building code and permitting requirements: SBBC requires that the awardee perform all work in accordance with any applicable SBBC and Broward County (and any other applicable agency) requirements including but not limited to SBBC Design Criteria and Division 17000 specifications as applicable.
G2.3.10	Badging/Uniform: All employees of awardee, employed under this contract shall wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract. All costs associated with securing an SBBC-required background check and badging are the full responsibility of the contract awardee. All installation personnel of the awardee will be required to wear uniforms while on-site. At a minimum, the uniforms shall consist of a shirt with the company's name prominently displayed.
G2.3.11	Warranty Requirements: SBBC expects that all wired and wireless network equipment purchased under this RFP contract come with a standard 5 year equipment warranty unless the

	cost of the item falls below \$1,000. Items that cost less than \$1,000 must come with a one year warranty.
G2.3.12	<p>Warranty Repair / Replacement Requirements: The awardee, after being notified, shall have all needed repairs started within 24 hours. Local repair station must be staffed with in-house factory trained and certified personnel. The repair station must be authorized by the manufacturer. If the RFP submitted is from other than the manufacturer, then proof that the local repair station is authorized and certified by the manufacturer must be submitted with the RFP or upon request. For the purpose of this RFP "local" repair station means location in Broward, Miami- Dade or Palm Beach County. Factory and or manufacturer trained and certified means personnel working on equipment must hold in his/her possession a certificate of training stating manufacturer has trained and is authorizes to install, maintain and perform warranty work on that manufacturer's equipment. Repairs can be made either at the school/department/center or at the local repair station. It is the responsibility of the awardee or the awardee's repair station to transport the equipment from and to the original location if repairs cannot be accomplished at the location. The awardee's repair station shall be equipped with a complement of parts to adequately service and fulfill the guarantee of the items covered in this RFP. The name and address of the repair station must be submitted on the Proposer Check List in location designated. Proposer shall be completely and solely responsible for the coordination and completion of all repairs, including pickup at site and reinstallation of any equipment. Failure to include this information shall result in disqualification of RFP submitted. Upon request, equivalent loaner equipment will be made available, if repairs cannot be completed at the location (school/department/center). Manufacturer's standard warranty must be provided on all RFP items. Warranty shall begin after delivery and acceptance by an authorized representative of the School Board. List warranty of all equipment proposed. During warranty period, an adequate supply of spare parts, will be kept at their local service facility.</p>
G2.3.13	<p>Hardware and Software Extended Warranty Coverage: The Awardee must make available extended hardware and software warranty coverage plans for any item procured under this RFP that do not carry life-time warranties up to the date at which the manufacturer ends support.</p>
G2.3.14	<p>Warranty of Currency: SBBC includes this Warranty of Currency requirement to protect itself from unknowingly purchasing technology that is at the end of its production, support, and/or market life cycle. The intent of this Warranty of Currency requirement is not to require that the awardee perpetually upgrade equipment purchased through this contract throughout its functional life. Rather, the intent is to require that the awardee disclose and notify, in writing, SBBC of generational upgrades of the products sold to SBBC under this contract prior to the sale and delivery of equipment. This will allow SBBC to make responsible purchasing decisions based not only on what is being purchased, but also based on when the purchases are made.</p> <p>During the term of the contract, SBBC requires that specific and general information about major generational upgrades in their product lines and/or operating system releases, be provided to SBBC at least 60 days prior to the disclosure and or sale of the new technology in the open market. Failure to provide notification of major generational upgrades to product lines sold to SBBC at least 60 days to the introduction of upgraded equipment on the open market will result in the awardee indemnifying SBBC by replacing at no additional cost, items sold to SBBC after the time notification should have been made with the new generation equipment (including installation and configuration), or by providing a financial settlement calculated by SBBC for the value lost by making the ill-timed purchase.</p> <p>Generational upgrades are those that include any of the following (or any combination thereof):</p> <ul style="list-style-type: none"> • Represents the end of life for a particular product line • Substantially improves performance and/or functionality

	<ul style="list-style-type: none"> Substantially impacts the manageability or security of the goods in the enterprise
G2.3.15	Item Enhancement: During the term of the contract, awardee may offer to SBBC an enhanced feature associated with any item. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced item must meet or exceed those detailed in the technical specifications of this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced item. SBBC reserves the right to continue to order the item as is or to purchase the newer, enhanced item.
2.3.16	Discontinuation and Substitution for RFP Items: Over time, SBBC expects that the items listed in Section 4 below (cost Proposal) will reach end of either their sale or support life. Proposers must understand and agree that it is required of them to provide alternative products that meet or exceed the operational functionality of the items listed in the RFP at the prices include on the Mandatory Cost Proposal Sheet. Also, SBBC recognizes that as technology and business requirements change throughout the term of this RFP contract, it may be in the best interest of SBBC to buy alternative products to those listed herein. Proposers must understand and agree to make available those items as requested at the discount levels established in this RFP.
G2.3.17	Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.
G2.3.18	Order Placement and shipping costs: Requests for project proposals will be made by SBBC staff. The Awardee must respond with a written quote/proposal. Any quote for work that is being done with ERATE funding support is valid until the close of the associated FRN. Proposals/quotes for work being done with anticipated E-Rate funding support must break out the E-Rate eligible and In-eligible components. Shipping must be provided at no cost. Shipping costs for any material that is defective is the responsibility of the awardee.
G2.3.19	Installation of Goods and Site Clean Up: Awardee will deliver and install items ordered within 30 days after receipt of purchase order. All installation costs must be included in the purchase price of the equipment. Installation work must coincide with the District's annual school calendar and daily hours of operation. Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis or as needed during the course of the day. At the completion of the installation of the wiring in the communications rooms, the awardee shall provide a complete clean-up of the rooms. This procedure shall include vacuuming of the floor surface, cleaning of racks, panels and boards, etc. Workstation outlet locations areas shall be cleaned on an on-going basis each time the awardee completes work in the area.
G2.3.20	Protection of work, property and personnel: Awardee shall at all times guard against damage and/or loss to the property of the School Board, and shall replace and/or repair any loss or damages. The school Board may withhold payment or make such deductions, as it may deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.
G2.3.21	Invoicing and Verification of successful project completion: The awardee is expected to promptly invoice the District for all work completed and which has been verified to satisfy all installation requirements.
G2.3.22	DOA / Installation Failure: Vendor-partners must agree to immediately replace any equipment deemed to be defective at the time of installation without delay and at no cost to SBBC.

G2.3.23	Invoicing Requirements: All invoices must contain itemized pricing for all equipment, software, and or service included. Each item that is shipped with a serial number must reference that number on the invoice.
G2.3.24	Training and Transfer of Knowledge: SBBC expects that one of the value added services that will be delivered by the vendor-partner awarded this RFP contract is training on the use of the equipment and systems procured through its use. Proposers are asked to describe the methods by which, and the extent to which the will address this expectation. Introductory training on new systems and solutions procured under the RFP contract must be provided at no cost to SBBC and delivered in Broward County. Vendor-Partners are encouraged to provide and underwrite the costs of remote training when made available by the vendor-partner or systems manufacturer. SBBC expects that as the vendor partner goes through normal installation and required maintenance procedures on equipment purchased under this RFP contract, SBBC staff may participate to become better acquainted with systems operations and maintenance.
G2.3.25	Systems Monitoring Requirements: SBBC expects that all monitoring and maintenance capabilities of equipment and systems purchased under this RFP be made available to the district's network operations Center and select staff upon request.
G2.3.26	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or system procured under this RFP contract.
G2.3.27	Asset Control Requirements: Vendor-partners must maintain throughout the term of the contract, and make available to SBBC upon request, a database of all goods sold to the District which were sold at or exceeding \$1,000 on the invoice. Asset reporting must include, but is not limited to, model, make, serial number, installer, OS system or version, warranty end date, cost, flagged E-Rate funding, PO number, purchase date, delivery date, and install date.
G2.3.28	Project Tracking – Progress Reporting: Awardee will be required to submit weekly progress reports to SBBC and/or its designees via email each Friday. At a minimum the report shall contain the following: work completed for the week with actual completion dates, work scheduled for the following week with estimated start dates, and unforeseen delays / obstacles, other comments.
G2.3.29	Pilots, and Proof of Concept Trials: Awardees are expected to participate in pilots, trials, and proof of concept arrangements upon request from SBBC at no cost.
G2.3.30	Manufacturing Delays: If, at any time during the term of the RFP contract, awardee cannot supply equipment and/or materials in compliance with this RFP, awardee will furnish SBBC with a temporary solution so as not to delay the project
G2.3.31	Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.

#Additional “Value Add” Propositions: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district, and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the Value Add” attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 2 - Section 4: What SBBC intends to procure most often, and at what cost

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR2.xls as provided with the RFP. Proposers must provide a price quote for each item listed in the column highlighted in blue.

Failure to include a price offer for each and every item included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that item. Additionally, the omission of a price offer for any item listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form for this Group.

ATTACHMENT B3

NETWORK EQUIPMENT – ENTERPRISE CORE NETWORK

Group 3 - Section 1: A broad narrative description of the current environment and scope of services sought.

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals for the procurement of network equipment needed to provide and/or expand SBBC's core network infrastructure. Prices quoted shall include installation, configuration, and testing as requested on the Mandatory Cost Proposal Sheets. There is no guarantee of work to be offered as a result of this RFP. SBBC also expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing a communications infrastructure that is reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

Scope: The scope of this RFP includes the purchase of core network equipment and related services for:

- The installation of core network equipment infrastructure that serves the schools and administrative and support facilities that comprise the SBBC IT enterprise
- The upgrade of existing core network infrastructure
- The procurement of parts and equipment that are needed to maintain all existing core network equipment currently installed
- Purchase of Professional Services required to design, implement and/or maintain core network equipment and systems.

The awardee of the RFP Contract for this Group is expected to provide the services noted in the RFP, and other services associated with the complete delivery of Network Services in ways that meet the current educational and business needs of SBBC's environment and those that will provide new solutions in the future. The scope of these services is likely to expand to include products not specifically mentioned in this RFP. Additionally, the technical specifications for specific services included in the RFP may be modified as needed by SBBC throughout the term of the RFP award as technology changes and SBBC's business and operational requirements shift.

Current Environment:

Currently all of SBBC 270 schools and administrative sites are connected via a Wide Area Network (WAN) in a hub and spoke topology back to the technology center utilizing AT&T Switched Ethernet (ASE). The WAN connects to each sites Local Area Network (LAN) at speeds ranging from 100 Mbps to 1000 Mbps. The WAN circuits terminate at the SBBC Data Center via four 10 Gbps circuits into four Cisco 7604 routers. The total capacity of the WAN circuits terminating at the SBBC Data Center is 40 Gbps and will increase to 120 Gbps for the 2015-2016 school year. All sites connected to the WAN are scheduled to have 1000 Mbps connections for the 2015-2016 school year.

The four Cisco 7604 WAN routers are connected to two Cisco Nexus 9396PX Switches via four 10 Gbps connections. Security for the Data Center Core Network and connections to the Internet is provided by a Next Generation Firewall (NGFW) utilizing equipment from Fortinet. A Fortinet FG5140B Chassis populated with six FG5001C security blades provides the following functionality: stateful firewall, application control, intrusion prevention (IPS), web content filtering, antivirus, deep packet inspection, and bandwidth shaping. The Fortinet FG5140B Chassis is connected to two Cisco 9396PX Switches via six 10 Gbps connections and to two Cisco 9396PX Switches via two 10 Gbps connections. Two Cisco 93128TX Switches are connected to the Cisco 9396PX Switches via two 10 Gbps connections. The 93128TX Switches serve as aggregation points of connectivity in various areas of the Data center for connectivity to servers and storage equipment.

The Data Center is connected to the Internet via two 10 Gbps circuits. Two Cisco 7606 routers are used to terminate the internet circuits. Two F5 BipIP 5000S are utilized for load balancing the two internet circuits. Peerapp Ultraband 6000 equipment is utilized for caching and accelerating content retrieved from the Internet.

Bradford Network Sentry 9200RX equipment is located at the Data Center to provide Network Access Control for wireless clients connecting to the network. The Bradford equipment provides posture checking and allows unmanaged devices to connect to the network in a secure fashion and allows SBBC to track and report on these devices. The current Bradford environment is capable of handling 20,000 concurrent devices and will be expanding as SBBC continues to enhance its bring your own device (BYOD) program.

All of the district's network components (approximately 4500) are centrally monitored using Open View, SNMPc, , HP Intelligent Management Center (IMC), CiscoWorks for legacy Cisco Equipment, InterMapper Hive Manager for wireless, and Cisco Wireless Control Systems (WCS).

Future Environment and Needs:

Splunk Enterprise collects data from wherever it's generated and enables the search, monitor and analysis of collected data from a central location, in real time. This is needed to troubleshoot problems and investigate security incidents, monitor end-to-end infrastructure to avoid service degradation or outages. It will allow SBBC to gain operational intelligence with real-time visibility into customer experience, transactions and other key business metrics.

SBBC is currently using the district's Fortinet equipment for web content filtering. The move to greater individualized learning and dependence on rich web content accelerates SBBC's need for more robust web content filtering. Lightspeed systems provides scalable web content filtering with a focus on education. Lightspeed's My Big Campus also provides a learning management system for easy access to education resource libraries.

Group 3 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP3.xls as provided with the RFP.

G3.2	Evaluation Criteria: The Vendor-partner
G3.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation.
G3.2.2	Company Structure: Proposers must describe the structure of their company and list company / corporate principals and/or officers.
G3.2.3	Safety Program: Proposers must describe their company's ongoing training program to ensure employee safety. Proposers are requested to submit OSHA forms 300A and Workers Compensation MOD score.
G3.2.4	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect.
G3.2.5	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all products purchased under this RFP. For this Group in the RFP, proposers must, at a minimum, be Dealers or Authorized Distributors of Cisco, Fortinet, F5, PeerApp, and Bradford Networks.
G3.2.6	Local Presence: Proposer must have a local presence in Broward, Dade or Palm Beach County. Local presence, for the purpose of this RFP, is defined as having a local office and service center / warehouse.
G3.2.7	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience). Proposer must also provide: <ul style="list-style-type: none"> • List of major projects currently being executed or recently completed • List of school districts that utilize the company's services • Description of the largest project(s) successfully completed by the proposer within the last 24 months.
G3.2.8	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number
G3.2.9	Customer References: Proposer must provide 3 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.
G3.2.10	Supplier References: Proposer must provide reference information from 3 major suppliers with whom they currently do business and with whom they have accounts in good standing.
G3.2.11	Banking Reference / Financial Health: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct business. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.

G3.2.12	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.
---------	--

Group 3 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

#SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR3.xls as provided with the RFP:

G3.3	Evaluation Criteria: The Vendor-partner's Performance
G3.3.1	Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.
G3.3.2	Certification(s) Proposer must provide verification of their company's current certification, to install maintain, and perform all warranty work as part of the scope of services and technical specifications stated within the RFP. SBBC requires that the awardee provide SBBC fully certified system engineers capable of designing and managing the installation and configuration of all equipment purchased under this RFP contract.
G3.3.3	Dedicated Certified Network Engineers: SBBC requires that the awardee make available certified network engineers, for hire, capable of performing adds, moves, changes and routine maintenance services to the current and future SBBC network core systems. All Certified network engineers must be provided with all the appropriate equipment, tools, transportation and training to properly design, install, monitor, maintain core network systems in accordance with terms specifications and conditions as stated in the RFP by the awardee. All Certified network engineers will work under the direction of SBBC Information and Technology management.
G3.3.4	After-Hour / Emergency Engineering Services: SBBC requires that the awardee make available a certified network engineer upon request for after-hours emergency response. This person must be certified to work on SBBC installed network systems and have access to repair equipment stock. The after-house time frame is defined as the hours of 5:00pm to 10pm weekdays, and 8:00am to 10:00pm Saturday, Sunday, holiday and during any unplanned site closures. This certified network engineer must be accessible by cell phone for Information & Technology notification of emergency repairs requiring response. Pricing for this emergency network engineer (hourly rate) will be in accordance with the Cost Proposal Submittal.
G3.3.5	Employee Conduct: All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing each project. All rules and guidelines of the project site(s) and SBBC shall be adhered to under this contract. No smoking shall be permitted

	on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities without permission.
G3.3.6	Billing and Payment: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.
G3.3.7	Price offers: The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. All installation costs must be included in the purchase price of any equipment procured through this RFP contract. This having been said, SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price reductions will not require contract amendment, but must be memorialized in writing to Broward Schools' Directors of Purchasing and Technical Support Services at SBBC.
G3.3.8	<p>Use of Sub-Contractors: An awardee proposing to subcontract any portion of the proposal will be responsible as prime awardee for the total proposal to the satisfaction of SBBC. Proposer shall provide the names, addresses and qualification of any sub-contractor performing work under this contract with the proposal. SBBC may require additional information on sub-contractors at a later date and reserves the right to reject any sub-contractor.</p> <p>Proposers must understand and agree that no part of this contract can be subtracted or ownership transferred to any third party without the written approval of the Director of Supply Management and Logistics. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.</p>
G3.3.9	Agreement to perform all work in accordance with building code and permitting requirements: SBBC requires that the awardee perform all work in accordance with any applicable SBBC and Broward County (and any other applicable agency) requirements including but not limited to SBBC Design Criteria and Division 17000 specifications as applicable.
G3.3.10	Badging/Uniform: All employees of awardee, employed under this contract shall wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract. All costs associated with securing an SBBC-required background check and badging are the full responsibility of the contract awardee. All installation personnel of the awardee will be required to wear uniforms while on-site. At a minimum, the uniforms shall consist of a shirt with the company's name prominently displayed.
G3.3.11	Warranty Requirements: SBBC expects that all core network equipment and systems purchased under this RFP contract come with a 3 year equipment warranty unless the cost of the item falls below \$1,000. Items that cost less than \$1,000 must come with a one year warranty. These standard warranty provisions may be waived by SBBC if there are business or financial benefits in doing so.
G3.3.12	Warranty Repair / Replacement Requirements: The awardee, after being notified of a system failure of service degradation must respond within 15 minutes of SBBC's notification. Onsite repair must commence within four hours. Awardee shall be completely and solely responsible for the coordination and completion of all repairs, including pickup at site and reinstallation of any equipment if needed. Upon request, equivalent loaner equipment will be made available, if repairs cannot be completed at the location (school/department/center). Warranty shall begin after delivery and acceptance by an authorized representative of the School Board. List warranty of all equipment proposed. During warranty period, an adequate supply of spare parts, will be kept at their local service facility.
G3.3.13	Hardware and Software Extended Warranty Coverage: Annual warranty extensions must be made available to SBBC for any item or system purchased under this RFP up to the end of the item's support life cycle.
G3.3.14	Warranty of Currency: SBBC includes this Warranty of Currency requirement to protect itself

	<p>from unknowingly purchasing technology that is at the end of its production, support, and/or market life cycle. The intent of this Warranty of Currency requirement is not to require that the awardee perpetually upgrade equipment purchased through this contract throughout its functional life. Rather, the intent is to require that the awardee disclose and notify, in writing, SBBC of generational upgrades of the products sold to SBBC under this contract prior to the sale and delivery of equipment. This will allow SBBC to make responsible purchasing decisions based not only on what is being purchased, but also based on when the purchases are made.</p> <p>During the term of the contract, SBBC requires that specific and general information about major generational upgrades in their product lines and/or operating system releases, be provided to SBBC at least 60 days prior to the disclosure and or sale of the new technology in the open market. Failure to provide notification of major generational upgrades to product lines sold to SBBC at least 60 days to the introduction of upgraded equipment on the open market will result in the awardee indemnifying SBBC by replacing at no additional cost, items sold to SBBC after the time notification should have been made with the new generation equipment (including installation and configuration), or by providing a financial settlement calculated by SBBC for the value lost by making the ill-timed purchase.</p> <p>Generational upgrades are those that include any of the following (or any combination thereof):</p> <ul style="list-style-type: none"> • Represents the end of life for a particular product line • Substantially improves performance and/or functionality • Substantially impacts the manageability or security of the goods in the enterprise
G3.3.15	<p>Item Enhancement: During the term of the contract, awardee may offer to SBBC an enhanced feature associated with any item. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced item must meet or exceed those detailed in the technical specifications of this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced item. SBBC reserves the right to continue to order the item as is or to purchase the newer, enhanced item.</p>
G3.3.16	<p>Discontinuation and Substitution for RFP Items: Over time, SBBC expects that the items listed in Section 4 below (cost Proposal) will reach end of either their sale or support life. Proposers must understand and agree that it is required of them to provide alternative products that meet or exceed the operational functionality of the items listed in the RFP at the prices include on the Mandatory Cost Proposal Sheet. Also, SBBC recognizes that as technology and business requirements change throughout the term of this RFP contract, it may be in the best interest of SBBC to buy alternative products to those listed herein. Proposers must understand and agree to make available those items as requested at the discount levels established in this RFP.</p>
G3.3.17	<p>Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.</p>
G3.3.18	<p>Order Placement and shipping costs: Requests for project proposals will be made by SBBC staff. The Awardee must respond with a written quote/proposal. Any quote for work that is being done with ERATE funding support is valid until the close of the associated FRN. Proposals/quotes for work being done with anticipated E-Rate funding support must break out the E-Rate eligible and In-eligible components. Shipping must be provided at no cost. Shipping</p>

	costs for any material that is defective and needs to be returned are the responsibility of the awardee.
G3.3.19	Installation of Goods and Site Clean Up: Awardee will deliver and install items ordered within 30 days after receipt of purchase order. All installation costs must be included in the purchase price of the equipment. Installation work must coincide with the District's annual school calendar and daily hours of operation. Awardee is responsible for removing all trash and debris to outside garbage containers.
G3.3.20	Protection of work, property and personnel: Awardee shall at all times guard against damage and/or loss to the property of the School Board, and shall replace and/or repair any loss or damages. The school Board may withhold payment or make such deductions, as it may deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.
G3.3.21	Invoicing and Verification of successful project completion: The awardee is expected to promptly invoice the District for all work completed and which has been verified to satisfy all installation requirements and any applicable E-Rate requirements or processes that facilitate the prompt processing of E-Rate reimbursements.
G3.3.22	DOA / Installation Failure: Vendor-partners must agree to immediately replace any equipment deemed to be defective at the time of installation without delay and at no cost to SBBC.
G3.3.23	Invoicing Requirements: All invoices must contain itemized pricing for all equipment, software, and or service included. Each item that is shipped with a serial number must reference that number on the invoice. E-Rate purchases must break-out all eligible and ineligible items on the invoice.
G3.3.24	Training and Transfer of Knowledge: SBBC expects that one of the value added services that will be delivered by the vendor-partner awarded this RFP contract is training on the use of the equipment and systems procured through its use. Proposers are asked to describe the methods by which, and the extent to which they will address this expectation. Introductory training on new systems and solutions procured under the RFP contract must be provided at no cost to SBBC and delivered in Broward County. SBBC expects that as the vendor partner goes through normal installation and required maintenance procedures on equipment purchased under this RFP contract, SBBC staff may participate to become better acquainted with systems operations and maintenance.
G3.3.25	Systems Monitoring Requirements: SBBC expects that all monitoring and maintenance capabilities of equipment and systems purchased under this RFP be made available to the District's Network Operations Center and select staff upon request.
G3.3.26	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or system procured under this RFP contract.
G3.3.27	Asset Control Requirements: Vendor-partners must maintain throughout the term of the contract, and make available to SBBC upon request, a database of all goods sold to the District which were sold at or exceeding \$1,000 on the invoice. Asset reporting must include, but is not limited to, model, make, serial number, installer, OS system or version, warranty end date, cost, flagged E-Rate funding, PO number, purchase date, delivery date, and install date.
G3.3.28	Project Tracking – Progress Reporting: Awardee will be required to submit weekly progress reports to SBBC and/or its designees via email each Friday. At a minimum the report shall contain the following: work completed for the week with actual completion dates, work scheduled for the following week with estimated start dates, and unforeseen delays / obstacles, other comments.
G3.3.29	Pilots, and Proof of Concept Trials: Awardees are expected to participate in pilots, trials, and proof of concept arrangements upon request from SBBC at no cost including technical support services to test and validate the desired functionality.

G3.3.30	Manufacturing Delays: If, at any time during the term of the RFP contract, awardee cannot supply equipment and/or materials in compliance with this RFP, awardee will furnish SBBC with a temporary solution so as not to delay the project
G3.3.31	Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.

Additional “Value Add” Propositions: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district, and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR3.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the Value Add” attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 3 - Section 4: What SBBC intends to procure most often, and at what cost

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR3.xls as provided with the RFP. Proposers must provide a price quote for each item listed in the column highlighted in blue.

Failure to include a price offer for each and every item included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that item. Additionally, the omission of a price offer for any item listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form for this Group.

ATTACHMENT B4

VOICE EQUIPMENT:

**AVAYA EQUIPMENT, LICENSING, AND MAINTENANCE, &
TADIRAN EQUIPMENT, LICENSING, AND MAINTENANCE**

Group 4 - Section 1: A broad narrative description of the current environment and scope of services sought.

Introduction: The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals for the purchase of voice telephone systems, components, maintenance service, and Dedicated Voice Technician Services as described herein. The scope of requirements includes, but is not limited to, the purchase of voice over internet protocol (VoIP) Avaya telephone systems, licensing, and related components, phone sets, TDM voice equipment, maintenance for equipment not covered by installation warranty, and qualified Technician staffing and service needed to provide a fully functional voice communications network. Prices quoted shall include both installed and non-installed pricing as requested on the Mandatory Cost Proposal Sheets, and there is no guarantee of work to be offered as a result of this RFP. SBBC also expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing a communications infrastructure that is reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

Current Environment: SBBC currently employs a combination of VoIP and TDM legacy PBX telephone systems that are connected via the SBBC wide area network internet backbone and Centrex PRI switched network circuits on the Public Switched Telephone Network. Voiced systems currently deployed are (160) site based VoIP Avaya G450 gateways with S8300D LSPs connected to two Avaya Aura enterprise Core systems (Core 1 and Core 2) centrally located at the SBBC TSSC Administration building and (90) site based stand-alone TDM Tadiran PBX digital telephone systems. The VoIP systems are linked to two Avaya Aura Messaging voice mail systems centrally located with the two Core systems and the TDM PBX systems have site based Tadiran ICMC or WICMC voice mail cards located within the site's system cabinets. See attachment J of this RFP for further detail on the current voice equipment environment.

Scope: The scope of this RFP is to establish a business partnership with a company that can provide the following objectives associated with systems and solutions providing voice services to the educational enterprise.

- The procurement of parts and equipment needed to maintain and augment all existing Avaya and Tadiran voice systems currently installed throughout the school system.
- The procurement of new VoIP Avaya telephone systems for deployment in new facilities projects and voice system refresh projects.
- The procurement of maintenance program to provide post-warranty service on existing equipment to ensure the delivery of voice traffic throughout the school system.
- The procurement of technical staffing for use in addressing daily demands for on-site moves, adds, changes, and repairs to voice equipment and its configurations throughout the school system in addition to providing installation services for all equipment purchased as a result of this RFP.
- The procurement of other goods and services directly related to the distribution and delivery of voice and integrated unified communications services into, out of, and throughout the SBBC voice enterprise through a balance of line opportunity.

The awardee of the RFP Contract for this Group is expected to provide the services noted in the RFP, and other services associated with the complete delivery of voice systems in ways that meet the current educational and business needs of SBBC's environment and those that will provide new solutions in the future. The scope of these services is likely to expand to include products not specifically mentioned in this RFP. Additionally, the technical specifications for specific services included in the RFP may be modified as needed by SBBC throughout the term of the RFP award as technology changes and SBBC's business and operational requirements shift.

Group 4 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP4.xls as provided with the RFP.

G4.2	Evaluation Criteria: The Vendor-partner
G4.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation.
G4.2.2	Company Structure: Proposers must describe the structure of their company and list company / corporate principals and/or officers.
G4.2.3	Safety Program: Proposers must describe their company's ongoing training program to ensure employee safety. Proposers are requested to submit OSHA forms 300A and Workers Compensation MOD score.
G4.2.4	Business Licenses: All work associated with communications systems are to be done under the direction of a fully licensed supplier with a valid State of Florida business license. Proposer must provide a copy of applicable State and Local business and operational licenses.
G4.2.5	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect.
G4.2.6	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all Avaya and Tadiran goods and services purchased under this RFP or agree to secure all necessary channel partnerships, authorized dealer status and all certifications needed to perform the work as defined in this RFP by May 15, 2015. Additionally, SBBC requires that proposers must be able to supply and install other types of telecommunications products to support the SBBC voice enterprise as required.
G4.2.7	Local Presence: Proposer must have a local presence in Broward, Dade or Palm Beach County. Local presence, for the purpose of this RFP, is defined as having a local office and service center / warehouse.
G4.2.8	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience). Proposer must also provide: <ul style="list-style-type: none"> • List of major projects currently being executed or recently completed • List of school districts that utilize the company's services • Description of the largest project(s) successfully completed by the proposer within the last 24 months.
G4.2.9	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number
G4.2.10	Customer References: Proposer must provide 3 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.

G4.2.11	Supplier References: Proposer must provide reference information from 3 major suppliers with whom they currently do business and with whom they have accounts in good standing.
G4.2.12	Banking Reference: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct business. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.
G4.2.13	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.

Group 4 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

#SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR4.xls as provided with the RFP:

G4.3	Evaluation Criteria: The Vendor-partner's Performance
G4.3.1	Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.
G4.3.2	Certification(s): Proposer must provide verification of their company's current certification, to install, maintain, and perform all warranty and maintenance work as part of the scope of services and technical specifications stated within the RFP or as specified under the provision that allows the awardee to secure all necessary channel partnerships, authorized dealer status and all certifications needed to perform the work as defined in this RFP by May 15, 2015. Specific certifications must include technician current certifications in the installation of Avaya systems and products. Proposer must also provide proof that their technicians and technical staff are certified to maintain SBBC legacy Tadiran Telecom systems and products for the duration of this contract or until the legacy systems have been replaced with newer technology by the start of the 2015-16 school year. Proposers agree to maintain the certified staffing levels at all times throughout the term of this contract. SBBC reserves the right to request proof of manufacturer certifications at any time.
G4.3.3	Employee Conduct: All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing each project. All rules and guidelines of the project site(s) and SBBC shall be adhered to under this contract. No smoking shall be permitted on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities without permission. All awardee's employees working on site must report to the School Administration Office to sign in. When working on an SBBC construction site owned by a general contractor, all work will be coordinated with the general contractor so as not to impede the progress of any construction activity
G4.3.4	Billing and Payment: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.
G4.3.5	Price offers: The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. This having been said, SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price

	reductions will not require contract amendment, but must be memorialized in writing to Broward Schools' Directors of Purchasing and Technical Support Services at SBBC.
G4.3.6	<p>Use of Sub-Contractors: An awardee proposing to subcontract any portion of the proposal will be responsible as prime awardee for the total proposal to the satisfaction of SBBC. Proposer shall provide the names, addresses and qualification of any sub-contractor performing work under this contract with the proposal. SBBC may require additional information on sub-contractors at a later date and reserves the right to reject any sub-contractor.</p> <p>Proposers must understand and agree that no part of this contract can be subtracted or ownership transferred to any third party without the written approval of the Director of Supply Management and Logistics. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.</p>
G4.3.7	<p>Agreement to perform all work in accordance with building code and permitting requirements: SBBC requires that the awardee perform all work in accordance with all applicable SBBC and Broward County (and any other applicable agency) code and permitting requirements.</p>
G4.3.8	<p>Badging/Uniform: All employees of awardee, employed under this contract shall wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract. All costs associated with securing an SBBC-required background check and badging are the full responsibility of the contract awardee. All installation personnel of the awardee will be required to wear uniforms while on-site. At a minimum, the uniforms shall consist of a shirt with the company's name prominently displayed.</p>
G4.3.9	<p>Warranty Requirements: Awardee shall fully guarantee the cost of parts and labor (except for abusive or operator incurred damage or acts of God) for all equipment installed from the date of installation acceptance at no additional charge to SBBC for the period of 12 months including the manufacturer's warranty. The only exception to this requirement is the warranty coverage required for single line, analog phone sets, for which SBBC agrees to accept the standard manufacturer's warranty. This will be an "on-site" warranty. In the event of a dispute on requested repairs between school/department/center and the awardee, the decision of SBBC's designee shall be final and binding on both parties.</p> <p>For the purpose of this RFP, "on-site" shall be described as equipment requiring warranty service, which will require inspection and servicing by awardee or any SBBC location within eight hours of notification. If the repair cannot be accomplished at the SBBC location, the equipment may be removed to a remote repair site and a substitute provided while equipment is being repaired. If repairs cannot be completed on-site, awardee shall provide a replacement loaner within 24 hours of notification of similarly configured unit of the same or better make and model as the unit being serviced. Warranty information submitted with the proposal shall not alter the minimum warranty requirements stated herein.</p> <p>All parts are to be new original equipment manufacturer (OEM) parts or manufacturer certified for use. It is the responsibility of the awardee to transport the equipment and/or parts from and to the original location and coordinate all warranty repairs, if repair cannot be accomplished at the location. Awardee shall be completely and solely responsible for the coordination and completion of all repairs, including pickup at location and installation according to all special conditions and specifications of this RFP. The awardee will be responsible for providing serial numbers of replacement equipment where available to SBBC for inventory tracking purposes.</p>
G4.3.10	<p>Extended Warranty Coverage: SBBC requires the awardee provide extended equipment warranty coverage and software assurance as requested by SBBC. SBBC anticipates purchasing extended warranty coverage for all major system equipment in use beyond the standard manufacturer's warranty. SBBC requires awardee provide pro-rated discounted price for system component purchases that will be added/installed in/to existing systems whereby the discount applied reflects the shortened warranty period needed to co-terminate the</p>

	part/component with that of the host system's warranty expiration date. This applies to those parts/components that add capacity and/ or functionality to existing core systems, and not to ancillary equipment capable of stand-alone operation. SBBC will decide annually whether to purchase extended warranty on any piece of equipment.
G4.3.11	<p>Warranty of Currency: SBBC includes this Warranty of Currency requirement to protect itself from unknowingly purchasing technology that is at the end of its production, support, and/or market life cycle. The intent of this Warranty of Currency requirement is not to require that the awardee perpetually upgrade equipment purchased through this contract throughout its functional life. Rather, the intent is to require that the awardee disclose and notify, in writing, SBBC of generational upgrades of the products sold to SBBC under this contract prior to the sale and delivery of equipment. This will allow SBBC to make responsible purchasing decisions based not only on what is being purchased, but also based on when the purchases are made.</p> <p>During the term of the contract, SBBC requires that specific and general information about major generational upgrades in their product lines and/or operating system releases, be provided to SBBC at least 60 days prior to the disclosure and or sale of the new technology in the open market. Failure to provide notification of major generational upgrades to product lines sold to SBBC at least 60 days to the introduction of upgraded equipment on the open market will result in the awardee indemnifying SBBC by replacing at no additional cost, items sold to SBBC after the time notification should have been made with the new generation equipment (including installation and configuration), or by providing a financial settlement calculated by SBBC for the value lost by making the ill-timed purchase.</p> <p>Generational upgrades are those that include any of the following (or any combination thereof):</p> <ul style="list-style-type: none"> • Represents the end of life for a particular product line • Substantially improves performance and/or functionality • Substantially impacts the manageability or security of the goods in the enterprise
G4.3.12	<p>Item Substitution: If at any time during the term of the contract, the vendor-partner is no longer able to make available specific equipment included RFP due to product life cycle, it is required that an alternative model of equal or better functionality be offer at the price quoted for the original item in the RFP. SBBC reserves the right to approve or reject substitution items based on an analysis of comparative functionality.</p>
G4.3.13	<p>Item Enhancement: During the term of the contract, awardee may offer to SBBC an enhanced feature associated with any item. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced item must meet or exceed those detailed in the technical specifications of this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced item. SBBC reserves the right to continue to order the item as is or to purchase the newer, enhanced item.</p>
G4.3.14	<p>Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.</p>
G4.3.15	<p>Order Placement and shipping costs: Requests for project proposals will be made by SBBC staff. The Awardee must respond with a written quote/proposal. SBBC's designee(s) will process orders for equipment items to awardee by means of a SBBC Purchase Order. This is the only authorized method of processing a request to the awardee. Any quote for work that is being done with ERATE funding support is valid until the close of the associated FRN. Proposals/quotes for</p>

	work being done with anticipated E-Rate funding support must break out the E-Rate eligible and In-eligible components. Shipping must be provided at no cost to SBBC. Shipping costs for any material that is defective is the responsibility of the awardee.
G4.3.16	Installation of Goods and Site Clean Up: Awardee will deliver and install items ordered within 30 days after receipt of purchase order. Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis or as needed during the course of the day.
G4.3.17	Protection of work, property and personnel: Awardee shall at all times guard against damage and/or loss to the property of the School Board, and shall replace and/or repair any loss or damages. The school Board may withhold payment or make such deductions, as it may deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.
G4.3.18	Packing Slips: It will be the responsibility of awardee to attach all packing slips to the OUTSIDE of each shipment. Packing slip must reference SBBC purchase order number. Failure to provide packing slip attached to the outside of the shipment will result in refusal of shipment at the proposer's expense.
G4.3.19	Delivery: Awardee will deliver and install items ordered within 30 days (ARO) after receipt of purchase order. Awardee must have financial capability to process individual purchase orders as received and not wait until a batch of orders has accumulated. SBBC reserves the right to request awardee to delay delivery. Due to construction accelerations and delays, SBBC and/or its designees may find it necessary to advance or shorten the delivery schedule. SBBC shall not incur any additional cost should the schedule change. Other changes to the schedule shall be handled individually, with the concurrence of all parties.
G4.3.20	DOA / Installation Failure: Vendor-partners must agree to immediately replace any equipment deemed to be defective at the time of installation without delay and at no cost to SBBC.
G4.3.21	Invoicing Requirements: All invoices must contain itemized pricing for all equipment, software, and or service included. Each item that is shipped with a serial number must reference that number on the invoice. Awardee is expected to promptly invoice the District for all work completed associated with an equipment purchase and installation where applicable.
G4.3.22	Training and Transfer of Knowledge: SBBC expects that one of the value added services that will be delivered by the vendor-partner awarded this RFP contract is training on the use of the equipment and systems procured through this RFP. Introductory training on new systems and solutions procured under the RFP contract must be provided at no cost to SBBC and delivered in Broward County.
G4.3.23	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or system procured under this RFP contract.
G4.3.24	Asset Control Requirements: Vendor-partners must maintain throughout the term of the contract, and make available to SBBC upon request, a database of all goods sold to the District which were sold at or exceeding \$1,000 on the invoice.
G4.3.25	Project Tracking – Progress Reporting: Awardee will be required to submit weekly progress reports to SBBC and/or its designees via email each Friday. At a minimum the report shall contain the following: work completed for the week with actual completion dates, work scheduled for the following week with estimated start dates, and unforeseen delays / obstacles, other comments.
G4.3.26	Pilots, and Proof of Concept Trials: Awardees are expected to participate in pilots, trials, and proof of concept arrangements upon request from SBBC at no cost.
G4.3.27	Manufacturing Delays: If, at any time during the term of the RFP contract, awardee cannot supply equipment and/or materials in compliance with this RFP, awardee will furnish SBBC with a temporary solution so as not to delay the project
G4.3.28	Dedicated Certified Maintenance and Support Technicians: SBBC requires that the awardee

	provide Avaya and Tadiran certified technicians fully knowledgeable in the installation and operation of all items purchased and/ or maintained as a result of this award. All technicians must remain current in the installation certification for any product or new system SBBC purchases and requires warranty coverage. Awardee is required to provide proof of installation technician's manufacturer certification as part of the RFP response. If it is determined by SBBC that a technician is not fully knowledgeable, SBBC reserves the right to have awardee provide another qualified technician. If awardee cannot provide a fully competent technician during the term of this award for products or services purchased as a result of this award then awardee will be in violation of this RFP.
G4.3.29	After-Hour/Duty Technician Services: SBBC requires that the awardee make available a certified technician for after-hours emergency response. This person must be certified on SBBC currently installed and any future systems or products installed during this term of RFP. After-hour time frame is defined as the hours of 5:00pm to 10pm weekdays, and 8:00am to 10:00pm Saturday, Sunday, holidays and during any unplanned site closures. This technician must be accessible by cell phone for Information & Technology notification of emergency repairs requiring response. Pricing for this emergency technician service (hourly rate) will be in accordance with the Cost Proposal Submittal.
G4.3.30	SBBC "Out of warranty" Voice Equipment Maintenance Service Scope of Work: Awardee must provide manufacturer certified and authorized maintenance service on all SBBC designated voice systems and equipment as specified in this RFP. SBBC reserves the right to coordinate with awardee a list of equipment to be maintained on an annual basis prior to the renewal date of the period of maintenance coverage. All equipment repaired and/ or replaced is to be original equipment manufacturer (OEM) parts or manufacturer's certified for use. It is the responsibility of awardee to transport all replacement equipment and/ or parts from and to the original installation location and coordinate all repairs. If repair cannot be accomplished at the location awardee shall be completely and solely responsible for the coordination and completion of all repairs, including pickup at location and installation of any equipment according to all special conditions and specifications of this RFP. There is no additional cost to SBBC.
G4.3.31	Pricing Criteria for Maintenance: The quantity and type of equipment to be covered under a maintenance plan will be evaluated by SBBC on an annual basis. Items to be covered will begin the annual maintenance coverage on the beginning of each SBBC fiscal year (July 1 st of each calendar year). SBBC will issue a Purchase Order annually for 12 months of maintenance service to end on the SBBC fiscal year end of June 30 th . The pricing construct for maintenance on the Avaya Systems is for Support Advantage "Essential" with co-delivery and 24X7 monitoring. The pricing construct for the Tadiran systems is price per port of equipment to be covered.
G4.3.32	<p>Dedicated Technician and Administrator Professional Services: SBBC requires the professional services of Technicians and a System Administrator certified in Avaya systems and Tadiran Telecom PBX systems to install new voice systems and enhance, integrate, support, and maintain currently installed voice systems and related equipment purchased and maintained as a result of this RFP. In addition, the certifications held by contract staff necessary to perform the required tasks must remain current throughout the term of the RFP award. The services provided will be dedicated to SBBC and the technical staff assigned as a result of this RFP will report to SBBC for duty assignment as scheduled by SBBC designees. For the purposes of this RFP the professional services are identified as Dedicated Voice Technician and Dedicated System Administrator.</p> <ul style="list-style-type: none"> • Dedicated Voice Technician is to provide qualified installation labor of new voice systems and related system components, and voice equipment additions, changes, and rearrangements. The Voice Technician is required to be thoroughly knowledgeable of voice system integration with network services including but not limited to Centrex/ PRI, Centrex analog lines, and WAN data circuit provisioning as it pertains to the Avaya VoIP enterprise systems and Tadiran legacy PBXs. The Technician will be required to

	<p>coordinate with the local network service provider for successful installation and trouble resolution. The Technician is required to be provided with the appropriate tools and equipment by the awardee to be able to perform the job as assigned by SBBC as part of this award. The awardee is to provide the dedicated Voice Technician with a truck at no additional cost to SBBC. The awardee is to provide the Voice Technician with a cell phone at no additional cost to SBBC.</p> <ul style="list-style-type: none"> • Dedicated System Administrator is to provide qualified assistance with all voice system software implementation, software additions, changes, trouble resolution, and implementation of new voice systems and enhancement of existing voice systems as directed by SBBC. The System Administrator is required to be fully knowledgeable of voice system integration with voice network services including but not limited to Centrex/PRI, Centrex analog lines, WAN ACS data network service integration as it pertains to the Avaya VoIP voice systems and Tadiran legacy PBXs. The System Administrator needs to be competent in customer support and performing service related tasks regarding additions and changes to existing SBBC voice systems. SBBC requires that the awardee provide the Systems Administrator with a computer laptop and associated applications to be able to perform the tasks assigned. The awardee is to supply the System Administrator with a cell phone at no additional cost to SBBC.
G4.3.33	<p>Dedicated Technician Professional Services Availability: All Dedicated Voice Technician and System Administrator professional services are to be made available to SBBC five days and week (Monday through Friday), 8 hours a day, 244 days a year excluding SBBC designated Holidays where schools and administrative offices are closed. The SBBC calendar can be found at the website www.browardschools.com providing the schedule of SBBC available days for each school year. The beginning and ending work times in any given work day may vary dependent upon the needs of the tasks assigned and will be determined by SBBC. In case of professional staffing vacation, illness, or injury SBBC requires that awardee provide replacement personnel to maintain a consistent level of service as specified in this RFP. The personnel provided will report to SBBC Information & Technology department designee(s) and will be based out of the Technology Support Services Center Building, located at 7720 West Oakland Park Blvd. Sunrise, Florida 33351-6704. Awardee will provide an hour for hour credit for time that a technician is not available to SBBC due to company, personal, union, or civic duties and other required absences.</p>
G4.3.34	<p>After Hours/ Duty Technician Professional Services Availability: SBBC requires that the awardee make available qualified Technician services for after-hours emergency response. This person will be deemed Duty Technician and must be certified on SBBC installed voice systems and have access to repair equipment stock. This Duty Technician will be required to be badged per SBBC requirements in accordance with this RFP. The after-hours time frame is defined as between the hours of 5:00pm and 10:00pm on weekdays, and 8:00am to 10:00pm on weekends and Holidays. Duty Technician must be accessible by cell phone for SBBC notification of emergency repairs requiring response. SBBC requires a response from the Duty Technician "on-call" within one-half hour of initial SBBC contact. Awardee must produce a Duty Technician roster with contact name, telephone number, and the dates covered during the appointed duty shift. This Duty Technician roster is to be given to SBBC's designee prior to the work period.</p>
G4.3.35	<p>Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.</p>

Additional "Value Add" Propositions: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your

company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district, and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the Value Add" attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 4 - Section 4: What SBBC intends to procure most often, and at what cost

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR4.xls as provided with the RFP. Proposers must provide a price quote for each item listed in the column highlighted in blue.

Failure to include a price offer for each and every item included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that item. Additionally, the omission of a price offer for any item listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form for this Group.

ATTACHMENT B5
VOICE – CIRCUIT-SWITCHED SERVICES
(Including Long Distance Services)

Group 5 - Section 1: A broad narrative description of the current environment scope of services sought.

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals from providers of Voice Communication Services who want to be considered as the provider of these services to SBBC. The ability to effectively communicate internally, and to the external world, is vital to the successful operations of SBBC. The scope of requirements includes, procuring Voice Network Services that will support the communications requirements of SBBC, and in procuring the required solutions at the most cost effective pricing level. Prices quoted shall include both installation and recurring costs pricing as requested on the Mandatory Cost Proposal Sheets. Proposers must understand that there is no guarantee of work to be offered as a result of this RFP. SBBC expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing circuit-switched voice network services that are reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

Scope of Services: The services that SBBC will procure from the company that is awarded for Group 5 will not be limited to the services described in this RFP nor will be limited to the technical descriptions noted for each service. Rather, the information provided in this section of the RFP is included to:

- Ensure that the respondent can supply – as a minimum – the full range of services described herein
- Ensure that the services, as provisioned to SBBC, can meet the stated minimum specifications
- To provide a "level playing field" for the purposes of conducting a fair cost comparison between respondents on specific services
-

Group 5 includes a variety of digital and analog voice connectivity solutions, and Long Distance services. This includes (but is not limited to):

- PRI-ISDN (Primary Rate Integrated Services Digital Network)
- Centrex PRI
- Analog Centrex Service
- xDSL (Refers collectively to all digital subscriber lines)
- Long Distance

The awardee of the RFP Contract for this Group is expected to provide the services noted in the RFP, and other services associated with the complete delivery of Voice Network Services in ways that meet the current educational and business needs of SBBC's environment and those that will provide new solutions in the future. The scope of these services is likely to expand to include products not specifically mentioned in this RFP. Additionally, the technical specifications for specific services included in the RFP may be modified as needed by SBBC throughout the term of the RFP award as technology changes and SBBC's business and operational requirements shift.

Current Environment: The matrix lists each of the current telecommunications services purchased by SBBC and notes the approximate levels at which these services are purchased. The school system is currently standardized using CENTREX/PRI circuit architecture for the central voice network service. The school system is currently in the process of converging on standardized SIP circuit architecture for the central voice network. Currently, there are sites that have not been migrated to the new SIP solution. These sites use 21 BellSouth central offices to provide service. In addition, SBBC' sites use analog CENTREX lines to provide power failure voice lines and miscellaneous analog voice applications such as fax, security, elevator lines, etc. Depending on site requirements, other telecommunications services are purchased.

SBBC's voice network consists of a combination of school and administrative site CENTREX/PRI digital circuits and CENTREX analog lines providing a combination of voice and video communications between school and office locations and to the community at large. SBBC CENTREX service provides voice inter-communications between the District's school and office locations with county-wide 5- or 7-digit abbreviated number dialing, common trunk group dial access to a long distance carrier and centralized managed billing for the entire network. SBBC has three dedicated PSTN (Public Switched Network) exchanges; (754-321, 322, and 323), giving it access to a numbering plan that includes 30,000 telephone numbers for current and future requirements in a District-managed numbering environment.

CENTREX PRI circuits are connected to site-based PBX systems providing bandwidth for a combination of voice line access and ISDN video conferencing for distance learning. CENTREX analog lines are installed into site PBX systems providing for power failure and site-identified 911 calling access and installed individually at the site for a variety of voice applications such as fax, modem, security, elevator, etc.

The following represents the standard ratio of PRI T-1 (23-B and 1-D channels) circuits per school or administrative site:

Location	PRI Circuits	Voice Service	Videoconferencing Capacity
(29) High	(2) PRI/T-1	240 – 336 voice	(2 – 5) 384 kbps video-conferencing
(39) Middle	(1) PRI/T-1	192 voice	(1 – 2) 384 kbps video-conferencing
(137) Elementary	(1) PRI/T-1	120 voice	(1) 384 kbps video-conferencing
(3) Technical	(3) PRI/T-1	336 – 384 voice	(3 – 5) 384 kbps video-conferencing
(15) Administrative	(1 – 10 PRI/T-1)	24 – 850 voice	(1 – 5) 384 kbps video-conferencing

SBBC has an approximate total of 350 CENTREX/PRI/T-1 circuits as of October, 2014. The number of Direct Inward Dial (DID) telephone numbers associated with the PRI at each site is dependent on the size and voice requirements for each location. The bi-directional CENTREX/PRI circuits provide telephone number Caller Identification (Caller ID), ISDN (H320 protocol) video conferencing with the standard port configuration of 384 kbps up to 512 kbps per video conference session, and will deliver Automatic Number Identification (ANI) to the community programmed from the site PBX.

Group 5 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP5.xls as provided with the RFP.

G5.2	Evaluation Criteria: The Vendor-partner
G5.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation. Proposer must provide a current Dun & Bradstreet report identifying the company score.
G5.2.2	Company Structure: proposers must describe the structure of their company and list company / corporate principals of officers
G5.2.3	Safety Program: Proposers must describe their company's ongoing training program to ensure employee safety. Proposers are requested to submit OSHA forms 300A and Workers Compensation MOD score.
G5.2.4	Business Licenses: All work associated with communications systems are to be done under the direction of a communications contractor with a valid State of Florida Low Voltage License. Proposer must provide a copy of applicable State and Local business and operational licenses.
G5.2.5	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect
G5.2.6	Local Presence: Proposer must have a local presence in Broward, Dade or Palm Beach County. Local presence, for the purpose of this RFP, is defined as having a local sales and service office.
G5.2.7	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience). Proposer must also provide: <ul style="list-style-type: none"> • List of current contracts held • List of major projects currently being executed • List of school Districts that utilize the company's services • Description of the largest project(s) successfully completed by the proposer
G5.2.8	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number
G5.2.9	Customer References: Proposer must provide 3 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.
G5.2.10	Banking Reference / Financial Health: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct business. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.
G5.2.11	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.

Group 5 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

#SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR5.xls as provided with the RFP:

G5.3	Evaluation Criteria: The Vendor-partner's Performance
G5.3.1	Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.
G5.3.2	Certification(s): Proposer must provide verification of their current certification, to install maintain, and perform all work as part of the scope of services stated within the RFP.
G5.3.3	Employee Conduct: All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing each project. All rules and guidelines of the project site(s) and SBBC shall be adhered to under this contract. No smoking shall be permitted on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities without permission. All awardee's employees working on site must report to the School Administration Office to sign in. When working on an SBBC construction site owned by a general contractor, all work will be coordinated with the general contractor so as not to impede the progress of any construction activity
G5.3.4	Billing and Payment: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.
G5.3.5	Migration Strategy and Management: Because this Group is primarily designed for the procurement of a service (one that SBBC currently utilizes) proposers who are not the incumbent service provider must provide a detailed project plan that explain how the migration from the existing service to the proposer's solution would be accomplished with minimal disruption and without significant delay. This project plan must include a timeline that will be adhered to.
G5.3.6	Price offers: The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. This having been said, SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price reductions will not require contract amendment, but must be memorialized in writing to Broward Schools' Directors of Purchasing and Technical Support Services at SBBC. Pricing is to be provided for the "turnkey" installation of the services being proposed. In addition, proposers must provide a pricing schedule for the services outlined broken down into the following components on the Mandatory cost Sheet in the section indicated for informant purposes: <ul style="list-style-type: none">• Circuit components Monthly Recurring charges (MRC)• Centrex components Monthly Recurring charges (MRC)

	<ul style="list-style-type: none"> • All service Non-Recurring Charges (NRC) • Access charges (Carrier & non-Carrier) • Usage rates by day, evening, night, holiday, weekend • Usage rates by mileage zone • Minimum commitment for the term of service • Taxes (Federal, State, & Local) • Optional Features • Discount Structures (noting any related term commitments) • Overhead or Common Network charges • Total Cost of Service <p>NOTE: CHARGES NOT MANDATED BY LOCAL, STATE OR FEDERAL LAW OR TARIFF MAY NOT BE ASSESSED.</p> <p>SBBC requires the awardee to provide Long Distance international calling to SBBC. In addition to the required price sheets, the proposer must supply their pricing information/ and or brochures on all costs associated with international call minutes of use.</p>
G5.3.7	<p>MAINTENANCE AND SUPPORT:</p> <p>Provide a profile of the maintenance organization, capabilities, availability, and resources. Specifically address the resources and availability of spare parts for the maintenance of the interface components to dedicated facilities.</p> <p>Specifically define the escalation procedures for service interruptions, to include:</p> <ul style="list-style-type: none"> • Definition of "Major Outage." • Guaranteed response times for repair. • Network monitoring capabilities and responsibilities. • List of Names/Positions with associated contact information for escalation of repair situations.
G5.3.8	<p>TROUBLE REPORTING AND PROBLEM RESOLUTION:</p> <p>Proposer to provide problem resolution 24 hours a day, seven days a week. Describe procedures for trouble reporting and escalation. Outline process for notification and update on the progress of the repairs. SBBC requires that proposers fully describe their service management process including the handling of all customer-initiated trouble calls to trouble resolution. Please explain escalation paths and customer responsibilities. Please explain any visibility that will be provided SBBC for monitoring problem resolution.</p> <p>Provide an escalation chart for each:</p> <ul style="list-style-type: none"> • PRI T1 (23 B Channels, 1 D Channel, 100 DID telephone numbers) • CENTREX/PRI ISDN T1 • ISDN (BRI) (2 B Channels, 1 D Channel) • CENTREX Analog • Directory Assistance (411) • Inbound Toll-Free Long Distance Service ("800" Service) • Point-to-Point Circuits (Private Line, Radio Circuits, Fiber T-1) • Long distance services.
G5.3.9	<p>Toll Fraud: Provide a statement of Proposer's policy on toll fraud, type of toll fraud protection provided, and methods to monitor and identify toll fraud. Outline procedures for reporting fraud and potential fraud to the customer. Define the level of Broward School's liability for toll fraud. Provide cost for insurance against toll fraud.</p>

G5.3.10	Installation Pricing: Installation costs of proposed services quoted in the Cost Proposal worksheet shall be inclusive of all costs associated with a complete and fully functional service. There will be no additional costs to SBBC.
G5.3.11	Use of Sub-Contractors: Proposers must understand and agree that no part of this contract can be subtracted or ownership transferred to any third party. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.
G5.3.12	Badging/Uniform: All employees of awardee, employed under this contract shall wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract. All installation personnel of the awardee will be required to wear uniforms while on-site. At a minimum, the uniforms shall consist of a shirt with the company's name prominently displayed.
G5.3.13	Service Enhancement: During the term of the contract, awardee may offer to SBBC an enhanced feature associated with any service. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced service must meet or exceed those detailed in the technical specifications of this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced service. SBBC reserves the right to continue to order the service as is or to purchase the newer, enhanced service.
G5.3.14	Installation of Services: Awardee will deliver and install services ordered within 21 days after receipt of purchase order and sooner if possible. This applies to all service orders. Faster delivery times are sometimes sought and the proposer must agree to expedite all rush orders to the best of their ability.
G5.3.15	Service response time: SBBC requires that any trouble ticket opened must be responded to within 30 minutes.
G5.3.16	Protection of work, property and personnel: Awardee shall at all times guard against damage and/or loss to the property of the School Board, and shall replace and/or repair any loss or damages. The school Board may withhold payment or make such deductions, as it may deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.
G5.3.17	<p>BILLING: SBBC requires that the awardee provide an electronic, online billing system that can be organized and displayed in a SBBC determined format and stored on a SBBC server for information retrieval and report generation. The proposer must develop and include in the proposal an implementation plan that provides for a seamless transition from the existing billing format to the proposed billing format meeting SBBC criteria should the proposal be accepted.</p> <ul style="list-style-type: none"> ○ Describe how call duration is measured for billing purposes. Quantify minimum duration or costs charged for each call. Explain how "call answer/disconnect supervision" is used to measure duration of billable calls, and identify any calling that will not be billed through the use of the carrier's call supervision/control. ○ Describe PC-based or Internet-based service with applications software designed to analyze billing data including ad hoc reporting, graphics, and the ability to re-rate calls and allocate costs. ○ Describe optional reports that are available to analyze calling patterns and track costs. If available, describe any web-based tools to the customer, at no charge, to analyze, create and view statistical reports on trends, performance, and traffic.

	<ul style="list-style-type: none"> ○ Discuss the procedure that will be utilized to make corrections due to incorrect billings and/or service outages. Define the circumstances under which adjustments will be provided, along with the procedures generating the adjustments and the timeframes for the adjustments to be received by SBBC. Specifically address the instances where the use of a secondary carrier is necessitated by an outage of your service.
5.3.18	Billing Dispute Resolution: Describe processes in place to assure that billing issues are corrected in an acceptable time frame. Clarify billing cycle dates and cutoff dates when billing adjustments can be made. Provide written procedures on resolving billing issues and the escalation process. State whether dedicated billing specialists assigned to the SBBC account.
5.3.19	Training and Transfer of Knowledge: SBBC expects that one of the value added services that will be delivered by the vendor-partner awarded this RFP contract is training on the use of the equipment and systems procured through its use. Proposers are asked to describe the methods by which, and the extent to which the will address this expectation.
5.3.20	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or service procured under this RFP contract.
5.3.21	Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.
5.3.22	Project Tracking – Progress Reporting: For major projects, Awardee will be required to submit weekly progress reports to SBBC and/or its designees via email each Friday. At a minimum the report shall contain the following: <ul style="list-style-type: none"> • work completed for the week with actual completion dates • work scheduled for the following week with estimated start dates • unforeseen delays / obstacles, other comments.
5.3.23	Manufacturing Delays: If, at any time during the term of the RFP contract, awardee cannot supply services and/or equipment in compliance with this RFP, awardee will furnish SBBC with a temporary solution so as not to delay the project.
5.3.24	Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.

The “Value Add” Proposition: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district, and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the Value Add” attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 5 - Section 4: What SBBC intends to procure most often, and at what cost

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR5.xls as provided with the RFP. Proposers must provide a price quote for each service listed in the column highlighted in blue. For each service listed, proposers are required to provide detailed responses that include:

- The specifications associated with each service category
- The manageability of each service proposed
- The full functionality of each service proposed
- The reliability and quality of each service proposed and service level guarantees including
- Service availability and reliability guarantees
- Service order processing timeframes
- Service repair response timeframes
- Service installation timeframes
- The serviceability of each service proposed
- The flexibilities and the upgradeability of each service proposed
- The scalability of each service proposed
- Procurement and Financing Options for each service proposed.
- Include leased-managed service options where available.

Failure to include a price offer for each and every service included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that service. Additionally, the omission of a price offer for any service listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form for this Group.

ATTACHMENT B6

VOICE – PACKET-SWITCHED SERVICES (SIP) AND LONG DISTANCE

Group 6 - Section 1: A broad narrative description of the current environment scope of services sought.

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals for Session Initiation Protocol (SIP) Trunking Services as described herein. The scope of requirements includes, but is not limited to, flexibility to coincide with peaks and valleys in SBBC's call volumes and be quickly and easily adjustable as needs arise, secure, encrypted connections, ability to use either the G.711 or G729 voice codec, provide demonstrable cost savings over traditional CENTREX PRI service currently in use, support pass-through FAX support or T.38, compatibility with the SBBC's Avaya Aura IP Communications System. SBBC also expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing a communications infrastructure that is reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

CURRENT TELECOMMUNICATIONS INFRASTRUCTURE AND SERVICES

This section describes SBBC's current telecommunications infrastructure and services. The Successful Bidder's proposed solutions/offerings must be fully compatible with SBBC's current telecommunications infrastructure and services, as described below.

A. Telecommunications Infrastructure

1. Avaya Aura Core complex consisting of two redundant Communications Manager PBXs, session managers and single system manager all running on version 6.3
2. Acme Packet NET-NET 3820 session border controller
3. Avaya G650 gateways
4. Avaya modular messaging voice mail System running version 5.2
5. 185+ remote locations supported by G450 gateways equipped with:
 - a. S8300 Local Survivable Processors
 - b. MM710 DS1 board connected to a local Centrex PRI
 - c. MM711 Analog Trunk board connected to local Centrex Station Links for E.911 and PRI failover.

B. Telecommunications Services

1. Legacy (circuit-switched) Service
 - a. SBBC is currently on AT&T's CENTREX service being served from two Central Offices, the Ft. Lauderdale Main Relief DMS, and the Oakland Park 5ESS.
 - b. Approximately 1200 NARs to the PSTN split between the two COs.
 - c. 375 ISDN-PRI T-1's, at least one at every location plus additional at heavy traffic sites.
 - d. Automatic Number Identification ("ANI") of inbound calls
 - e. DID 30,000 numbers (the entire 321, 322, and 323 exchanges in the 754 area code)
 - f. A minimum of 5 CENTREX Station Links at each location for backup
2. Current SIP Service
 - a. 300 CCPs provided by our current ISP (ENA)
 - b. 250 minutes long-distance per CCP.

Scope of Services:

SBBC will evaluate the degree to which the proposer's SIP proposal meets a variety of performance and technical requirements. These are listed and described in Section 3 of this Group. Bidder's Proposal should clearly describe how Bidder's proposed SIP Trunk & Transport Services solution/offering meet or exceed each of the requirements noted.

Group 6 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP6.xls as provided with the RFP.

G6.2	Evaluation Criteria: The Vendor-partner
G6.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation.
G6.2.2	Company Structure: proposers must describe the structure of their company and list company / corporate principals of officers
G6.2.3	Business Licenses: Proposer must provide a copy of applicable State and Local business and operational licenses.
G6.2.4	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect.
G6.2.5	Local Service: Proposer must currently provide local service in Broward, Dade or Palm Beach County.
G6.2.6	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience).
G6.2.7	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number
G6.2.8	Customer References: Proposer must provide 2 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.
G6.2.9	Banking Reference / Financial Health: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct business with SBBC. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.
G6.2.10	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.

Group 6 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR6.xls as provided with the RFP:

G6.3	Evaluation Criteria: The Vendor-partner's Performance
G6.3.1	Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.
G6.3.2	Employee Conduct: All employees of awardee are expected to conduct themselves in a professional manner at all times while implementing each project. All rules and guidelines of the project site(s) and SBBC shall be adhered to under this contract. No smoking shall be permitted on the project site(s). Awardee shall not interface with school personnel, or students, or make use of any school facilities without permission. All awardee's employees working on site must report to the School Administration Office to sign in. When working on an SBBC construction site owned by a general contractor, all work will be coordinated with the general contractor so as not to impede the progress of any construction activity.
G6.3.4	Billing and Payment: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.
G6.3.5	Price offers: It is important that SBBC fully understand Bidder's proposed pricing structure, including all available discounts, rewards, rebates, etc. in order to evaluate your Proposal. Describe any such available offers that you propose, clearly stating how they are earned and their impact upon SBBC's cost for the SIP Trunk & Transport Services. The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. This having been said, SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price reductions will not require contract amendment, but must be memorialized in writing to Broward Schools' Directors of Purchasing and Technical Support Services at SBBC.
G6.3.6	All Associated Costs: All costs associated with providing the SIP Trunk & Transport Services requested in this RFP must be clearly identified and stated in detail in your Proposal, including any costs that are not embedded in your proposed monthly "per unit" charges. Such costs might include installation charges, configuration charges, lease circuit charges, Managed Router charges, bundled minute rates, per minute rates, etc.
G6.3.7	Price Protection: Please describe how your firm proposes to assist SBBC with containing, reducing, or eliminating costs throughout the duration of any resulting contract, while continuing to work to increase efficiency and improve performance.

G6.3.8	<p>Use of Sub-Contractors: An awardee proposing to subcontract any portion of the proposal will be responsible as prime awardee for the total proposal to the satisfaction of SBBC. Proposer shall provide the names, addresses and qualification of any sub-contractor performing work under this contract with the proposal. SBBC may require additional information on sub-contractors at a later date and reserves the right to reject any sub-contractor.</p> <p>Proposers must understand and agree that no part of this contract can be subtracted or ownership transferred to any third party without the written approval of the Director of Supply Management and Logistics. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.</p>
G6.3.9	<p>Agreement to perform all work in accordance with building code and permitting requirements: SBBC requires that the awardee perform all work in accordance with all SBBC and Broward County (and any other applicable agency) requirements.</p>
G6.3.10	<p>Badging: All employees of awardee, employed under this contract shall wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract.</p>
G6.3.11	<p>Reporting Requirements: The Successful Bidder shall provide a monthly report that includes the call volume, hold times, and other service-related activities for each toll free number provided and for each call origination number. Reporting is to be provided on CD or other mutually agreed upon media. A sample report must be provided with your Proposal.</p>
G6.3.12	<p>Business Continuity Planning: The Successful Bidder shall have a business continuity plan in place that will ensure that SBBC has uninterrupted service in the event of a facility, infrastructure, or business failure on the part of the Successful Bidder. Please submit evidence of your business continuity plan with your Proposal</p>
G6.3.13	<p>Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.</p>
G6.3.14	<p>Order Placement: SBBC will place orders as needed by requesting a cost proposal for specific services required and providing the awardee with a purchase order. The awardee must acknowledge receipt of the purchase order within 24 hours (business calendar) and fulfill the order within 45 calendar days unless alternative arrangements are made and agreed to by both parties writing.</p>
G6.3.15	<p>Maintenance and Support: The Successful Bidder shall provide a Toll Free telephone number that is answered 24 hours per day (with access to a live member of Bidder's Support Staff), 365 days per year to:</p> <ul style="list-style-type: none"> A. Receive repair and technical support calls B. Report outages C. Open and track trouble tickets D. Open and track maintenance tickets <p>All SIP Trunk & Transport Services provided to SBBC by the Successful Bidder shall be actively monitored by the Successful Bidder, and the Successful Bidder shall notify SBBC of any outage affecting SBBC's SIP Trunk & Transport Services by telephone within 30 minutes of the Successful Bidder's detection of the SIP Trunk & Transport Services system failure/outage.</p>

	A web-based portal shall also be provided for support. Please describe all features of your web-based system that could be utilized by SBBC in the management of its telecommunication services.
G6.3.16	<p>Service Level Agreements:</p> <p>Bidders shall provide a copy of their proposed service level agreement which contains, at a minimum, the following essential elements:</p> <ol style="list-style-type: none"> 1. Bidder's availability guarantee concerning their proposed SIP Trunk & Transport Services solution/offering 2. Transport service availability guarantee 3. Normal installation service order interval guarantee 4. Lead time to order new service 5. Lead time to repair for standard order 6. Lead time to repair for expedited order 7. Outage notification 8. Maintenance response time 9. Remedies when specified service levels are not met 10. Escalation process and procedures
G6.3.17	<p>Protection of work, property and personnel: Awardee shall at all times guard against damage and/or loss to the property of the School Board, and shall replace and/or repair any loss or damages. The school Board may withhold payment or make such deductions, as it may deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.</p>
G6.3.18	<p>DOA / Installation Failure: Vendor-partners must agree to immediately replace any equipment deemed to be defective at the time of installation without delay and at no cost to SBBC.</p>
G6.3.19	<p>BILLING: SBBC requires that the awardee provide an electronic, online billing system that can be organized and displayed in a SBBC determined format and stored on a SBBC server for information retrieval and report generation. The proposer must develop and include in the proposal an implementation plan that provides for a seamless transition from the existing billing format to the proposed billing format meeting SBBC criteria should the proposal be accepted.</p> <ul style="list-style-type: none"> ○ Describe how call duration is measured for billing purposes. Quantify minimum duration or costs charged for each call. Explain how "call answer/disconnect supervision" is used to measure duration of billable calls, and identify any calling that will not be billed through the use of the carrier's call supervision/control. ○ Describe PC-based or Internet-based service with applications software designed to analyze billing data including ad hoc reporting, graphics, and the ability to re-rate calls and allocate costs. ○ Describe optional reports that are available to analyze calling patterns and track costs. If available, describe any web-based tools to the customer, at no charge, to analyze, create and view statistical reports on trends, performance, and traffic. <p>Discuss the procedure that will be utilized to make corrections due to incorrect billings and/or service outages. Define the circumstances under which adjustments will be provided, along with the procedures generating the adjustments and the timeframes for the adjustments to be received</p>

	by SBBC. Specifically address the instances where the use of a secondary carrier is necessitated by an outage of your service.
G6.3.20	Billing Dispute Resolution: Describe processes in place to assure that billing issues are corrected in an acceptable time frame. Clarify billing cycle dates and cutoff dates when billing adjustments can be made. Provide written procedures on resolving billing issues and the escalation process. State whether dedicated billing specialists assigned to the SBBC account.
G6.3.21	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or system procured under this RFP contract.
G6.3.22	Asset Control Requirements: Vendor-partners must maintain throughout the term of the contract, and make available to SBBC upon request, a database of all goods sold to the District which were sold at or exceeding \$1,000 on the invoice.
G6.3.23	Installation and Implementation Service and Support: Reliable telecommunication services are critical to SBBC. To ensure continuity of service, Each Bidder should describe the services, processes, and procedures that Bidder proposes using to ensure a smooth and successful transition from the current service provider to the Bidder's proposed SIP Trunk & Transport Services solution/offering. Each Bidder must provide a detailed transition plan with its Proposal that includes the requirements and responsibilities of all parties, detailed timelines, and work breakdown structures, beginning with the contract award and continuing through the cutover of all SIP Trunk & Transport Services
G6.3.24	Reporting Requirements: The Successful Bidder shall provide a monthly report that includes the call volume, hold times, and other service-related activities for each toll free number provided and for each call origination number. Reporting is to be provided on CD or other mutually agreed upon media. A sample report must be provided with your Proposal.
G6.3.25	<p>Support for current SIP Traffic:</p> <p>Concurrent Call Paths ("CCP") = 300. Provide a functional and technical narrative that describes how the proposed SIP Trunk & Transport Services solution/offering will support 1000 CCPs and 1,000,000 calls per month.</p> <p>Outbound Calls = 50,000 calls per month (with average duration under 30 seconds). Provide a functional and technical narrative that describes how the proposed SIP Trunk & Transport Services solution/offering will support 1000 CCPs and 1,000,000 calls per month.</p>
G6.3.26	Support for Projected SIP Traffic Growth: Provide a functional and technical narrative that describes how the proposed SIP Trunk & Transport Services solution/offering will support 1000 CCPs and 1,000,000 calls per month.
G6.3.27	<p>SIP Requirements: The SIP trunks shall include, but shall not be limited to, the following:</p> <ul style="list-style-type: none"> A. Domestic outbound/inbound local, long distance and toll free services B. DID feature and service C. 900/976 blocking D. Support for VDN service E. 800 # Toll Free Service – delivered with Dialed Number Information Service (DNIS) F. X11 services G. Operator services H. G.711 and G.729 protocol I. The SIP Trunks shall support local number portability. J. The SIP Trunks shall provide web-based traffic monitoring and reporting, including, but not be limited to, historical usage, traffic analysis, trunking analysis. K. The SIP Trunks provided shall have to ability to scale the number of SIP Trunks required to allow SBBC to increase or decrease SIP Trunks on a monthly basis (based on SBBC's seasonal needs/requirements).

	<p>L. Any customer premise equipment needed to deliver the SIP Trunk & Transport Services with an Ethernet interface (such as a managed router) must be provided as part of the Bidder's proposed SIP Trunk & Transport Services solution/offering.</p> <p>M. Bidder's proposed SIP Trunk & Transport Services solution/offering must be certified to interwork with an Avaya Aura infrastructure. Please provide documentation of this certification. Local and Long-Distance Outbound Service:</p> <p>N. Bidder's proposed SIP Trunk & Transport Services solution/offering must provide comprehensive site coverage to meet SBBC's local and long-distance outbound calling requirements.</p> <ol style="list-style-type: none"> 1. A service availability of 99.999% (reliable). 2. All SIP Trunks shall have inbound ANI. 3. All SIP Trunks shall have outbound custom telephone number and outbound custom name display capability as presented by SBBC's telecommunications Avaya PBX. 4. Must have load balancing capability between inbound and outbound traffic 5. SIP Trunks must support T.38 FAX protocol.
G6.3.28	<p>Request for Technical Information: SBBC requires that you respond to the following requests for technical information to better understand your SIP offer:</p> <ol style="list-style-type: none"> 1. What type of switches or switch will SBBC's SIP Trunk & Transport Services be connect to? 2. How does Bidder's proposed SIP Trunk & Transport Services solution/offering address Dual Tone Multi-frequency ("DTMF") signaling (e.g. Inband, RFC 2833)? 3. Which soft switch / gateway / SBC make/model does your proposed solution support? 4. Does your proposed solution support silence suppression / Voice Activated Detection ("VAD") 5. Does your proposed solution have short call restrictions? If so, what percentage of calls under 6 seconds are accepted? 10%, 20% or whatever? 6. What do you consider a short call (under 60 seconds, 30 seconds, 15 seconds or 6 seconds)? 7. Is this clearly defined in your proposed terms and conditions? 8. Do you currently employ a session border control between customer premises and your point of presence? 9. Does your proposed solution require any additional security elements, such as SIP firewalls, B2BUA, or SBC at the SBBC premises? 10. Do you support SIP Transport Layer Security ("TLS") and Secure Real-time Transport Protocol ("SRTP")? 11. Provide documentation for all current security certifications, including SAS 70, International Organization for Standardization (ISO) 27001 and SAE 16.
G6.3.29	<p>Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.</p>

The "Value Add" Proposition: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district, and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the Value Add" attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 6 - Section 4: What SBBC intends to procure most often, and at what cost

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR6.xls as provided with the RFP. Proposers must provide a price quote for each item listed in the column highlighted in blue.

Failure to include a price offer for each and every item included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that item. Additionally, the omission of a price offer for any item listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form for this Group.

ATTACHMENT B7

VOICE – CELLULAR VOICE AND DATA

Group 7 - Section 1: A broad narrative description of the current environment scope of services sought.

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals for Cellular voice and data services as described herein. The scope of requirements includes, but is not limited to, cellular voice services, cellular data and Internet connectivity, cellular equipment, and cellular applications as needed by SBBC. Proposers must understand that there is no guarantee of purchasing volume or work to be procured as a result of this RFP. SBBC also expects awardee to participate as a partner to insure the success of our main objective, which is to effectively support student achievement by providing a communications infrastructure that is reliable, scalable, upgradeable and cost effective. All technical and special conditions are mandatory requirements that awardee will be required to comply with in order to satisfy the terms and conditions of the RFP.

E-Rate: SBBC will apply for Universal Service Funds discounts where possible as allowed for by E-Rate rules and in conformance with SBBC business practices. The E-Rate program provides discounts on a variety of eligible goods and services needed to connect SBBC's students and staff to each other and the vast world of digital resources available across the Internet. SBBC requires proposer to be a registered service provider with Schools and Libraries Division and be an active participant in the E-RATE program for the duration of the contract. Additional information on E-Rate is available at <http://www.usac.org/sl/>

Current Environment: SBBC currently has approximately 1,900 devices in its cellular install base. This figure includes: 550 Smartphones, 400 Aircards, MiFis and Tablets (Data Equipment), 380 Voice-only cellular devices, 225 Push-to-talk / Press-to-Transmit services (PTT), 15 Telemetry devices.

The scope of this RFP includes the purchase of communication infrastructure and services for:

- Phone Equipment and voice and/or data plans inclusive of VoIP and PTT services
- Data equipment and data plans
- Telemetry equipment and data plans
- Balance of Line / Other Goods and services as required.

Group 7 - Section 2: The criteria that matters most about the vendor-partner WHO SBBC will select to do business with.

SBBC is interested in finding a vendor-partner who can provide the goods and services sought herein without complication or delay. To assess the strength of each company submitting a proposal under this RFP, evaluators will assess the capacity of the proposing company using the criteria described in the chart below. Proposers are asked to respond to this section using the Section 1 Tab of the Excel Workbook GROUP7.xls as provided with the RFP.

G7.2	Evaluation Criteria: The Vendor-partner
G7.2.1	Years in Business / K-12 Focus / Market Share Profile: Proposers must describe their years in business and highlight the number of those in which they have had active contracts with K-12 School District(s). Proposers must provide Articles of Incorporation as evidence of their years in business. Additionally, proposers should describe the market share position of solutions submitted for mandatory cost proposal evaluation.
G7.2.2	Business Licenses: Proposer must provide a copy of applicable State and Local business and operational licenses.
G7.2.3	Drug Free Work Place Policy: Proposers must describe their efforts to operate a Drug-Free organization including the submission of their company's policy or policies related to this topic and describe any drug testing program currently in effect.
G7.2.4	Dealer or Distributor Authorization: Proposer must provide a letter, with submitted proposal, from each manufacturer specified verifying proposer's current status as an authorized dealer/reseller in good standing for all products purchased under this RFP. For this Group in the RFP, proposers must be Dealers or Authorized Distributors of any and all equipment they offer as a part of their equipment portfolio.
G7.2.5	Local Presence: Proposer must have a local presence in Broward, Dade or Palm Beach County. Local presence, for the purpose of this RFP, is defined as having a local office and service center / warehouse.
G7.2.6	Evidence of Performance Ability / Similar Engagements: Proposers must describe 3 major projects undertaken in Enterprise environments (preference for K-12 experience).
G7.2.7	ERATE Participation: Proposer must be registered with the FCC / E-Rate program, and have a current SPIN number
G7.2.8	Customer References: Proposer must provide 2 account references (preferably K-12 and/or Higher Ed.) currently being served, or served within the past 3 years including contact information.
G7.2.9	Banking Reference: Proposers are required to provide a letter of reference from a banking institution establishing the ability of the company to conduct business with SBBC. Proposer must provide a current Dun & Bradstreet report identifying the company's financial strength or the most recent audited profit and loss statement prepared by a certified public accountant.
G7.2.10	Statute 287.133 Denial or Revocation of Right to Transact Business with Public Entities: Proposers must certify that they are not subject to the conditions set forth in this statute pertaining to the company's ability to transact business with public entities.

Group 7 - Section 3: The criteria that matters most about HOW SBBC's vendor-partner performs

#SBBC is primarily interested in evaluating two aspects of the responses to this RFP that relate to how a vendor performs when working with The District.

Evaluators of the RFP will first assess how well the company provides services in a manner that aligns to SBBC's operational needs and established business practices.

Evaluators of the RFP will also assess how the proposer intends to add value to each and every procurement made under this RFP.

Performance Requirements: SBBC has a number of operational requirements associated with this commodity Group. Proposers are required to articulate the experiences your company can demonstrate, and the level of commitment your company is prepared to contractually agree to, on the Section 3.1 Tab of the Excel Workbook GR7.xls as provided with the RFP:

G7.3	Evaluation Criteria: The Vendor-partner's Performance
G7.3.1	Ownership and Operation of services sold to SBBC: Proposers of goods and services of this group must own the national cellular networks upon which their proposed solution will operate, and be able to provide local, national, and broad international coverage either on their own networks or, via peering agreement, the network of other carriers.
G7.3.2	Transition Planning: If the proposer does not currently supply SBBC with cellular voice and data services, the proposer must develop and include in the proposal an implementation plan that provides for a seamless transition from the existing goods, services and systems to those proposed should the proposal be recommended for award. A successful implementation plan minimizes or eliminates disruption to staff, systems and existing business processes. Build the plan to include both proposer and SBBC participation, accounting for, at a minimum: <ul style="list-style-type: none">• Details of district calendar, employee and facility schedules• Logistics, material handling, staging and security• Difficulty of application and user acceptance, delivery of training and support• Adaptation of information systems, business processes, administrative forms and personal methods including resources and cost to accomplish same• Timeline of the transition so that the proposed goods, services and systems are fully delivered, functional and in use prior to end of existing contracts• Coordination with existing vendors, suppliers, makers and regulatory agencies to secure and complete necessary forms, notifications and releases required by the transition• The need for SBBC to continue to buy off the existing cellular contract while it remains in force and in ensuing years if it is so extended, if it is in the best interest of SBBC to do so.• Coordination with SBBC to select options, codes, preferences and other discretionary elements• Strategies to mitigate disruptions caused by problems of delivery, weather and other risk factors relevant to the proposed goods, services and systems• SBBC reserves the right to make final determination of transition plan and schedule and to extend existing contracts to receive goods or services during the transition period in order to minimize disruption. Coordinate with SBBC to determine the optimum plan to minimize disruption. Pricing for goods or services

	<p>will not be adversely changed due to requirements of SBBC to modify the transition plan.</p> <p>The detail, depth and practicality of the implementation plan are factors in proposal selection. Define a transition completion date at the end of existing contract and work backwards to accommodate the entire implementation plan. Identify, in particular, personnel effort, facility modifications, systems adaptations and other internal effort and costs that cannot be included in the proposed costs but will be incurred by SBBC during the implementation.</p>
G7.3.3	<p>Account Representation: Proposers shall designate one point of contact for communications with Broward Schools. A resume of this individual must be submitted with the proposal. A resume for all other principals in the organization that will be servicing the Broward Schools account must also be included. The Account Representative must live in the South Florida Tri-County area.</p>
G7.3.4	<p>Customer Service and Support: The awardee is required to provide no-cost, toll free technical telephone support directly to SBBC as needed to solve problems with the use and operation of the cellular goods and services procured under the terms of this RFP contract. This telephone service must be available to SBBC staff 24 hours each day, 365 days each year. SBBC seeks a carrier capable of providing single-number access to all customer service and technical support services and call handling.</p> <p>The following telephone support services are sought:</p> <ul style="list-style-type: none"> ▪ Toll free access to all support services ▪ Single-number access for all support requests ▪ Designated profiles created in the awardee's Incident Management system that pre-identify and define by role SBBC's telecommunications managers and staff ▪ Prioritized call handling ▪ Limited call hand-off once an agent takes a call from SBBC ▪ Telephone assistance with: <ul style="list-style-type: none"> • Equipment support services for issues and questions related to both data and voice equipment • Network support services for issues and questions related to both data and voice • Invoice support services for issues and questions related to both Equipment invoicing and recurring service charge invoicing. • Invoice support services for issues and questions related to electronic billing • Order fulfillment support services
G7.3.5	<p>Online Support Service: SBBC requires awardee provide online incident management and service request processing.</p>
G7.3.6	<p>Use of Sub-Contractors: An awardee proposing to subcontract any portion of the proposal will be responsible as prime awardee for the total proposal to the satisfaction of SBBC. Proposer shall provide the names, addresses and qualification of any sub-contractor performing work under this contract with the proposal. SBBC may require additional information on sub-contractors at a later date and reserves the right to reject any sub-contractor.</p> <p>Proposers must understand and agree that no part of this contract can be subtracted or ownership transferred to any third party without the written approval of the Director of Supply</p>

	Management and Logistics. Awardee must have the capability to perform all requirements of this RFP or Awardee will be held in default /cancellation of contract. SBBC shall not be liable to any third party, financially or contractually under this contract under any condition.
G7.3.7	Badging: Employees of awardee, employed under this contract may be required to wear an SBBC issued Identification Badge at all times, properly displayed. Failure to properly badge personnel shall result in default of contract.
G7.3.8	Professional Services: SBBC expects that certain professional services be provided at no additional cost to those indicated on the mandatory Cost Proposal Sheet: The services categorically include: pre-sales engineering, product roadmap alignment and strategic planning assistance, collaborative project planning. Other professional services must be made available to SBBC to meet its operational requirements at rates aligned to the services requested and negotiated by SBBC and the awardee.
G7.3.9	Network Requirements: SBBC requires that the awardee provide both data and voice services that, at the prices quoted, provide global reach either on the awardee's own network or via peering/roaming agreements with other carriers.
G7.3.10	Project Tracking – Progress Reporting: SBBC requires that the awardee agree to provide project management visibility as needed to ensure the successful execution of any major project undertaken as a part of this contract.
G7.3.11	Communications Requirements (Alerting, Notification, Etc.): SBBC requires that the awardee provide timely notifications of major critical outages including affected areas and estimated time of resolution.
G7.3.12	<p>Invoicing Requirements: SBBC has stringent invoicing requirements that include the necessity of the awardee to provide invoices that meet the following criteria:</p> <ul style="list-style-type: none"> A) Equipment: SBBC requires that the District immediately receive an invoice for all equipment delivered. The invoice can be provided either in hard copy format or via electronic billing system. Equipment invoices must provide the following level of detail: PO Number, complete description of the items, itemized pricing, total dollar amount. B) Recurring Service Fees: Aggregate and detailed billing is required by SBBC and must be provided at no charge. Awardee will provide both hard copy (paper) invoice and electronic invoicing for the aggregate and detailed SBBC account activity each month. Online access to billing/invoicing solutions is also requested. Both paper and electronic aggregate monthly statements must include the following information. <ul style="list-style-type: none"> • Summary total of all charges incurred in the billing period • Summary totals for charges falling into each of the categories below: <ul style="list-style-type: none"> ○ Roaming – including voice, SMS, and data ○ Long distance ○ Directory Assistance • Summary total of all airtime minutes used including any free airtime minutes used • Summary total of all billed airtime minutes used • Total adjustments to the current bill • Detailed monthly service invoice must provide the following features: <ul style="list-style-type: none"> ○ Page breaks at the end of each individual subscriber to allow for separation of bills ○ Individual subscriber detail including: <ul style="list-style-type: none"> ▪ Total minutes of airtime used ▪ Number(s) being called ▪ Location (city) of numbers called ▪ Date(s) of each call

	<ul style="list-style-type: none"> ▪ Time(s) of each call ▪ Call duration ▪ Identification of all mobile-to-mobile calls ▪ Itemized charges for International Long Distance ▪ Itemized charges for any International Roaming ▪ Itemized charges for Directory Assistance ▪ SMS and MMS detail including incoming or outgoing, phone numbers sent/received, date and time sent/received, and charges listed if applicable ▪ Data charges where not included in plan <p>Service invoices shall be submitted monthly to SBBC's Information & Technology department</p> <p>Hard Copy Invoicing: Two complete paper invoice sets that subscribe to the requirements above must be sent to SBBC within 30 days after the close of a billing cycle. This requirement will remain in effect under the terms of this contract until such time as this requirement is waived in writing by SBBC.</p> <p>Electronic Invoicing: SBBC requires that electronic billing data be supplied each month. This must be provided in such a manner that the data includes all required data fields noted above, and can be used by SBBC to generate a variety of reports. The electronic billing format must also allow Broward Schools to predefine and tag each subscriber line with up to four data fields of its own choosing. This can be in either a CD or online format.</p>
G7.3.13	<p>Billing and Payments: Subsequent to the RFP contract award, purchase orders will be placed for all goods and services according to standard practices of Broward Schools. Payment terms are net 30.</p>
G7.3.14	<p>Pricing:</p> <p>A) Equipment Pricing: The prices offered for all goods and or services included in the proposal, and on the mandatory cost proposal sheets, are fixed for the term of the contract. This having been said, SBBC also expects all contract awardees to maintain competitive prices throughout the term of the contract. To this end, proposers may offer, and Broward Schools may request, reduced pricing at any time, and are asked to do that when market conditions allow. Agreed upon price reductions will not require contract amendment, but must be memorialized in writing to SBBC. For each voice service activation, the awardee must make available a free standard phone set. For each activation of a mobile data service (AirCards and Mifi) the awardee must make available a free device. SBBC requires that the awardee provide any and all equipment under all pricing models without volume or activation/duration commitments. There shall be no additional charges levied by the contract awardee; only the cost of the equipment being procured (no handling or shipping charges for example).</p> <p>B) Service Rate Plan Rate Structure and Pricing: SBBC requires of the awardee(s) that the pricing structure for related services incorporate the following terms/features:</p> <ul style="list-style-type: none"> • Single, uniform, monthly access fee assessed for each individual activated subscriber • There can be no billing based on aggregate minute usage (pooling) • There must be a flat "price-per-minute" basic rate structure for all calls made to and from any of the 50 United States, Puerto Rico, and The United States Virgin Islands.

	<ul style="list-style-type: none"> • There can be no charges or penalties assessed for establishing or discontinuing a line activation. There can be no line activation fees or early termination charges for any subscriber voice or data line. • There can be no roaming charges assessed for calls made or received from within any of the 50 United States, Puerto Rico, and/or The United States Virgin Islands. • There can no long distance charges assessed for calls made to callers within the 50 United States, Puerto Rico, and/or The United States Virgin Islands. • There can be no price differential based on time of day, or day of week, call placement or receipt unless the differential offers SBBC free calling during specified time frames. • There can be no charges/costs incurred for calls made from lost or stolen SBBC cellular telephones reported to the awardee. • There can be no charge/cost for provisioning a new standard phone set (as currently specified below and to be kept current and maintained according to evolving marketplace offerings) with each new subscriber activation. SBBC may opt to forego this requirement and purchase a non-standard / upgraded phone at the time of line activation. • There can be no charge for calls made from any SBBC voice line to any other subscriber line throughout the awardees worldwide network (free mobile to mobile calling). If the awardee also offers free calling to its landline subscribers in its published retail or enterprise/business offerings this must also be offered to SBBC at no cost if the public offering is free, or at a negotiated per-user discount rate if additional charges for this feature are assessed in the retail or enterprise marketplace. • No charge for any text messaging features or individual message units. • There can be no charge in any given billing cycle for services that have not been provided to SBBC. This requires the awardee to bill only in arrears, and prohibits any advance payment requirement for any service delivery.
G7.3.15	Order Placement fulfillment, and Shipping: Only orders placed by the Information & Technology department will be allowed to be filled by awardee. No other location (school, department, or center) will be allowed to process purchase orders for the cellular services and/or equipment covered by the terms of this contract. SBBC will not be responsible for any shipping costs associated with order fulfillment. The cost of shipping shall be included in the unit price of any equipment purchased. All equipment orders must be delivered to SBBC's Information and Technology Department within 72 hours of vendor's receipt.
G7.3.16	Online Procurement and account management: SBBC requires that the awardee provide SBBC with an online account management tool capable of: initiating new service, ordering equipment, updating subscriber data, modifying service plans of subscribers, viewing invoice information, reporting on global account and subscriber line activity. SBBC also requires that the online system that provides the reporting capabilities noted above allow for varied management permissions within the SBBC enterprise.
G7.3.17	Service Cancellation Fees: There can be no penalty assessed for early line cancellation for any subscriber voice or data line.
G7.3.18	Warranty of Currency: SBBC includes this Warranty of Currency requirement to protect itself from unknowingly purchasing technology that is at the end of its production, support, and/or market life cycle. The intent of this Warranty of Currency requirement is not to require that the awardee perpetually upgrade equipment purchased through this contract throughout its functional life. Rather, the intent is to require that the awardee disclose and notify, in writing, SBBC of generational upgrades of the products sold to SBBC under this contract prior to the sale and

	<p>delivery of equipment. This will allow SBBC to make responsible purchasing decisions based not only on what is being purchased, but also based on when the purchases are made.</p> <p>During the term of the contract, SBBC requires that specific and general information about major generational upgrades in their product lines and/or operating system releases, be provided to SBBC at least 60 days prior to the disclosure and or sale of the new technology in the open market. Failure to provide notification of major generational upgrades to product lines sold to SBBC at least 60 days to the introduction of upgraded equipment on the open market will result in the awardee indemnifying SBBC by replacing at no additional cost, items sold to SBBC after the time notification should have been made with the new generation equipment (including installation and configuration), or by providing a financial settlement calculated by SBBC for the value lost by making the ill-timed purchase.</p> <p>Generational upgrades are those that include any of the following (or any combination thereof):</p> <ul style="list-style-type: none"> • Represents the end of life for a particular product line • Substantially improves performance and/or functionality • Substantially impacts the manageability or security of the goods in the enterprise
G7.3.19	Manufacturing Delays: If, at any time during the term of the RFP contract, awardee cannot supply equipment and/or materials in compliance with this RFP, awardee will furnish SBBC with a temporary solution so as not to delay the project
G7.3.20	Equipment Refresh Cycle: For any line activation that includes the provision of phone equipment (to exclude E-Rate funded services) the awardee must provide a two year equipment refreshment cycle.
G7.3.21	Documentation: Upon request, SBBC reserves the right to request, and receive at no additional cost, full documentation on any equipment or system procured under this RFP contract.
G7.3.22	Asset Control Requirements: Vendor-partners must maintain throughout the term of the contract, and make available to SBBC upon request, a database of all goods sold to the District including phone, serial, and SIM numbers.
G7.3.23	Item or Service Enhancement / Model Substitution: During the term of the contract, awardee may offer to SBBC an enhanced feature associated with any item. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced item must meet or exceed those detailed in the technical specifications of this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced item. SBBC reserves the right to continue to order the item as is or to purchase the newer, enhanced item.
G7.3.24	Equipment Specifications: SBBC seeks to offer its internal subscribers with a variety of devices to meet various business requirements. Respondent must provide a complete listing of all cellular devices currently available with your proposal. These offerings must include standard wireless phone sets, smart phones, PTT capable phones, and AirCards. SBBC also requires that the awardee make available wireless modems for use in telemetry applications as requested as well as wireless router solutions.
G7.3.25	Accessories: SBBC intends to buy accessories for cellular equipment. Awardee must offer a full complement of accessories for all phone sets and data connectivity solutions requested in this RFP. The Mandatory cost Proposal Sheet requires that a discount level be indicated that is applicable to these items.
G7.3.26	Fixed Mobile Convergence: SBBC recognizes the growing need to provide its users with the ability to seamlessly transition calls without disruption between landline, WiFi (802.11x), and carrier cellular networks. The ability to move between these networks has positive economic and

	performance/call-quality benefits. Awardees are asked to explain in their RFP responses how they are positioned to provide equipment and services that will facilitate SBBC's efforts in this area.
G7.3.27	Equipment Return Policy: SBBC requires that the awardee offer a 30 day return policy whereby equipment ordered that does not meet the functional or performance expectations of the subscriber can be returned to the awardee with no penalty or restocking charges.
G7.3.28	DOA / Equipment Failure: Vendor-partners must agree to immediately replace any equipment deemed to be defective at the time of installation without delay and at no cost to SBBC.
G7.3.29	<p>Equipment Warranty Requirements: Awardee is responsible to ensure that all warranty requirements stated in this RFP are provided, and cannot pass this responsibility on to any other third party or equipment manufacturer. While the awardee may engage a partner in engagement or subcontractor to perform necessary warranty labor or services, this does not alter any warranty requirement stated in this RFP without specific agreement by SBBC, in writing, to necessary accommodations. SBBC requires that all equipment purchased under this contract come with a minimum of one year equipment / performance warranty. If the manufacturer of the equipment purchased by SBBC provides a longer warranty period for the equipment purchased, the full warranty coverage must be passed on to SBBC. SBBC does not require any warranty coverage be applied to incidents related to user abuse or misuse of the equipment purchased. SBBC will act in good faith in all efforts to determine the root cause of equipment failure, but reserves the right to be the final arbiter of questions regarding abuse and misuse.</p> <p>The period of warranty coverage begins on the date of equipment activation or installation.</p> <p>The one year warranty requirement must be applied to all equipment purchased including, but not limited to all phone sets, data connectivity solutions, all accessories, power adapters, and batteries. If product is purchased near the end of the contract period, awardee shall honor the warranty period until its expiration even though this contract may not be in effect or be cancelled.</p> <p>If a device fails during the period of warranty coverage it must be replaced within 48 hours with the same or a newer/upgraded model that offers, at a minimum, a parallel feature set and is equally compatible with integration solutions.</p> <p>If a device that has been abused or suffered misuse requires replacement, SBBC cannot be required to pay more than the established charge for a device procured under new-line activation circumstances.</p> <p>The awardee must honor all warranties extending beyond the expiration or cancellation of this contract as if the contract were still in effect on all replacement hardware (devices) and software.</p> <p>All service work done in response to a request from SBBC must be fully guaranteed / warranted against defective design, material, and/or workmanship for one year.</p> <p>This warranty coverage shall begin the date of installation of software, replacement software, hardware and/or components or service performed throughout the contract.</p>
G7.3.30	Equipment Warranty Processes: SBBC will notify awardee by phone or online when a device is in need of warranty replacement. Awardee must provide SBBC with a replacement device within

	two business days. SBBC will not be responsible for any shipping costs associated with the warranty replacement process, including the return shipment of the defective device. SBBC will return the defective equipment to awardee within 14 days using a Return Merchandise Authorization (RMA) shipment process.
G7.3.31	Pilots, and Proof of Concept Trials: SBBC may request that the awardee participate in pilots trials, and proof of concept arrangements as new technology enters the marketplace. Awardees are expected to assist in those endeavors by providing reasonable and necessary equipment and expertise.
G7.3.32	Training and Transfer of Knowledge: SBBC expects that one of the value added services that will be delivered by the vendor-partner awarded this RFP contract is training on the use of the equipment and systems procured through its use. Proposers are asked to describe the methods by which, and the extent to which, they will address this expectation. Expectations in this regard may be fulfilled by providing: online training sessions, printed training and white paper documentation, invitation to local sales briefings, onsite face to face training, and invitation to remote training opportunities with expense underwriting.
G7.3.33	Emergency / Disaster Support: Awardee must be able to provide upon request a minimum of 25 Class-coded subscriber numbers that will operate during periods of call saturation. WPS support.
G7.3.34	Balance of Line – Other Goods and Services: Proposers must agree to provide other goods and services required by SBBC within this commodity Group as needed in the future, irrespective of their specific omission from this RFP. Pricing for any such procurement will be determined by negotiation at the time of the sale, but must be based on the applicable discount levels established in the price offers included in the initial RFP response.
G7.3.35	Code and Design Criteria Compliance / Verification of Successful Completion: should any activity of the awardee in any way modify or alter the District network architecture or physical plant, that work must be done in accordance with existing network standards, building code or construction requirements, and must comply with any related permitting processes.

The “Value Add” Proposition: SBBC is interested in better understanding how the proposer intends on adding additional value to each and every procurement. Proposers are asked to explain and describe the ways in which your company intends to make the operational relationship with SBBC more cost effective, efficient and productive for the school district, and how the goods and services provided at the prices shown (not in addition to the prices shown) bring additional value to the students of Broward Schools, its teachers and staff, its parent community, and the taxpayers of Broward County, the State of Florida, and the Federal Government.

A response to this section must be completed on the Section 3.2 Tab of the Excel Workbook GR1.xls as provided with the RFP or on a separate attachment to their proposal. If the proposer opts for the later choice, a notation to the fact that the Value Add” attachment is included at the end of the proposal must be noted in the Excel Response Form box on Tab 3.2.

Group 7 - Section 4: What we intend to procure most often, and at what cost

Scoring of the Cost Proposal for this Group will be conducted by the SBBC Purchasing Department. The process is based on mathematical calculations. Proposers must understand and agree that the prices submitted on the mandatory cost Proposal Sheet includes all performance criteria described in the RFP at no additional charge. It is also important that proposers understand that as technology (and the technology marketplace) changes, and that as the operational needs of SBBC shift over time, many goods and services not specifically listed in the mandatory Cost Proposal Cart below will need to be procured by SBBC. SBBC requires that any purchase made under this RFP carry with it pricing levels that match or exceed the discount levels established in the initial price offer(s).

A list of the goods and services required by SBBC at this time is included on the Section 4 Tab of the Excel Workbook GR7.xls as provided with the RFP. Proposers must provide a price quote for each item listed in the column highlighted in blue.

Failure to include a price offer for each and every item included on the mandatory Cost Proposal Sheet will be construed by SBBC to indicate that the proposer is unable to provide that item. Additionally, the omission of a price offer for any item listed on the Mandatory Cost Proposal Sheet will eliminate the possibility of scoring this Section equitably among multiple proposers. For these two reasons, any proposal that does not contain a price offer for each line item listed, will result in a rejection of the entire proposal by SBBC as being incomplete and non-responsive. Any request for pricing, where there is an indication that the request is for informational purposes only, may be left blank.

It is important to note that SBBC is interested in learning about functionally equivalent (or improved), and/or, cost competitive alternative solutions to those listed on the Mandatory Cost Proposal Sheet. Proposers are encouraged to submit alternative solutions including comparative price offers for information purposes and should do so on Tab 4.2 of the Excel Response form for this Group.

ATTACHMENT C

Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR
CONTRACTUAL RELATIONSHIP**

In accordance with General Condition 7.12, each Proposer must disclose, in its RFP, the names of any employees who are employed by Proposer who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Proposer's Employee	SBBC Title or Position of Proposer's Employee	SBBC Department/ School of Proposer's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

- ☐ I hereby affirm that there are no known persons employed by Proposer who are also an employee of SBBC.
- ☐ I hereby affirm that all known persons who are employed by Proposer, who are also an employee of SBBC, have been identified above.

Signature

Company Name

Name of Official

Business Address

City, State, Zip Code

03/28/13

ATTACHMENT D

LEGAL OPINION OF BIDDER'S PREFERENCE

LEGAL OPINION OF BIDDER'S PREFERENCE

MUST BE COMPLETED BY ALL BIDDERS.

Section 1 must be completed by the Attorney for an Out-of-State Bidder
Section 2 must be completed and signed by Florida Bidder

NOTICE: The State of Florida provides a Bidder's preference for Bidders whose principal place of business is within the State of Florida for the purchase of personal property. The local preference is five (5) percent. Bidders whose principal place of business is outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form, Section 7, Attachment C, and must submit this form with submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Bidders are not required to have an Attorney render an opinion but the Florida Bidder must complete its portion of this form. Failure to submit and execute this form, with bid, shall result in bid being considered "non-responsive" and bid rejected.

SECTION 1

LEGAL OPINION ABOUT OUT-OF-STATE BIDDING PREFERENCES

(Must Select One)

_____ The Bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

_____ The Bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:

The undersigned attorney submits the foregoing opinions with the intention that they be relied upon by The School Board of Broward County, Florida in the letting of public contracts

Signature of out-of-state Bidder's attorney: _____

Printed name of out-of-state Bidder's attorney: _____

Address of out-of-state Bidder's attorney: _____

Telephone Number of out-of-state Bidder's attorney: (____) ____ - _____

Email address of out-of-state Bidder's attorney: _____

Attorney's state(s) of bar admission: _____

SECTION 2

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES FOR A FLORIDA BIDDER ONLY ATTORNEY'S OPINION AND SIGNATURE NOT REQUIRED FOR FLORIDA BIDDERS

(Must Select One)

_____ The Bidder's principal place of business is in the political subdivision of Broward County, Florida.

_____ The Bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political division.

_____ The Bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

ATTACHMENT E

W-9 Form

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see Instructions) ▶ _____	
	Exemptions (see Instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions on page 3.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China Income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II Instructions on page 3 for details).
3. The IRS tells the requester that you furnished an incorrect TIN.
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions box*, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(c)(3), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(c)(3) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ⁴
5. Sole proprietorship or disregarded entity owned by an individual	The owner ⁴
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 9832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at spam@ftc.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ATTACHMENT F

Drug-Free Workplace

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS
AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE
PROGRAMS.

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to The School Board of Broward County, Florida,

by _____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

I certify that I have established a drug-free workplace program and have complied with the following:

1. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informed employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Am making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Sworn to and subscribed before me this _____ day of _____, 20____. _____
(Signature)

Personally Known _____

OR Produced identification _____

(Type of identification)

Notary Public - State of _____
My commission expires _____

(Printed, typed or stamped commissioned name of notary public)

ATTACHMENT G

Sample Agreement

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2014, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

INSERT NAME OF OTHER PARTY

(hereinafter referred to as "VENDOR"),
whose principal place of business is
[insert their address here].

WHEREAS, *[insert information in this portion of the document to explain the purposes and objectives for which the parties are entering into an agreement]*; and

WHEREAS, VENDOR submitted a proposal in response to the RFP and proposal is incorporated by reference herein;
and

WHEREAS, *[you may use as many of these recitals or "whereas clauses" as necessary to express the parties' purposes and objectives]*.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on _____, 20__ and conclude on _____, 20__.

2.02

2.03

2.04 **Priority of Documents.** In the event of a conflict between documents, the following priority of documents shall govern.

First:	This Agreement
Second:	Addendum Nos.....
Third:	RFP (<i>Number</i>) – (<i>Title</i>)
Fourth:	Proposal submitted in response to the RFP by (<i>Company Name</i>)

ARTICLE 2 – SPECIAL CONDITIONS

2.05 **Services:** VENDOR will provide SBBC with services as proposed in its Proposal and in compliance with this Agreement and the RFP and its Addenda.

OR

2.05 **Services:** VENDOR will provide SBBC with services as proposed in its Proposal and in compliance with this Agreement and the RFP and its Addenda and as specified in Attachment _____. (See 3.17)

2.06 **M/WBE Participation.** VENDOR is a Certified MBE (Type) with SBBC, Certificate #7007-_____.
OR

2.06 **M/WBE Participation.** VENDOR will provide for M/WBE participation during its performance of services under this contract agreement by using (Company Name) and as set forth in VENDOR's proposal.

2. **Inspection of VENDOR's Records by SBBC.** VENDOR shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All VENDOR's Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify any and all invoices, billings, payments and/or claims submitted by VENDOR or any of VENDOR's payees pursuant to this Agreement. VENDOR's Records subject to examination shall include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. VENDOR's Records subject to this section shall include any and all documents pertinent to the evaluation, analysis, verification and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) **VENDOR's Records Defined.** For the purposes of this Agreement, the term "VENDOR's Records" shall include, without limitation, accounting records, payroll time sheets, cancelled payroll checks, W-2 forms, written policies and procedures, computer records, disks and software, videos, photographs, executed subcontracts, subcontract files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including sufficient supporting documentation and documentation covering negotiated settlements), and any other supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to VENDOR's Records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to VENDOR pursuant to this Agreement.

(c) **Notice of Inspection.** SBBC's agent or its authorized representative shall provide VENDOR reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and/or reproduction.

(d) **Audit Site Conditions.** SBBC's agent or its authorized representative shall have access to VENDOR's facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) **Failure to Permit Inspection.** Failure by VENDOR to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this Section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any VENDOR's claims for payment by SBBC.

ARTICLE 2 – SPECIAL CONDITIONS

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this Section discloses overcharges or unauthorized charges to SBBC by VENDOR in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by VENDOR. If the audit discloses billings or charges to which VENDOR is not contractually entitled, VENDOR shall pay said sum to SBBC within twenty (20) days of receipt of written demand under otherwise agreed to in writing by both parties.

ARTICLE 2 – SPECIAL CONDITIONS

(g) Inspection of Subcontractor's Records. VENDOR shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by VENDOR to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to VENDOR pursuant to this Agreement and such excluded costs shall become the liability of VENDOR.

(h) Inspector General Audits. VENDOR shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2. Notice. When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to: *Insert Job Title of District Representative*
Insert Address of District Representative

To *VENDOR*: *Insert Name Provided by Other Party*
Insert Address Provided by Other Party

With a Copy to: *Insert Name Provided by Other Party*
Insert Address Provided by Other Party

ARTICLE 2 – SPECIAL CONDITIONS

2.____ **Background Screening:** VENDOR agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of VENDOR or its personnel providing any services under the conditions described in the previous sentence. VENDOR shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to VENDOR and its personnel. The parties agree that the failure of VENDOR to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. To the extent permitted by law, VENDOR agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting in VENDOR's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by SBBC or VENDOR of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

2.____ **Background Screening:** VENDOR agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of VENDOR or its personnel providing any services under the conditions described in the previous sentence. VENDOR shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to VENDOR and its personnel. The parties agree that the failure of VENDOR to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. VENDOR agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting in VENDOR's failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes.

2.____ **Indemnification.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

A. By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

B. By VENDOR: VENDOR agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by VENDOR, its agents, servants or employees; the equipment of VENDOR, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of VENDOR or the negligence of VENDOR's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by VENDOR, SBBC or otherwise.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor.** The parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to VENDOR of its desire to terminate this Agreement. In the event of such termination, SBBC shall pay VENDOR for all services rendered through the effective date of termination.

3.06 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

ARTICLE 3 – GENERAL CONDITIONS

3.07 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.08 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC with interest calculated from the date of the erroneous payment or overpayment. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by SBBC.

3.09 **Public Records.** Pursuant to Section 119.0701, Florida Statutes, any party contracting with SBBC is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that SBBC would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost, to SBBC all public records in that party's possession upon termination of its contract with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

3.10 **Student Records:** Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Section 1002.22, Florida Statutes, or any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Section 1002.22, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

ARTICLE 3 – GENERAL CONDITIONS

3.11 **Compliance with Laws.** Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.12 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.13 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

3.14 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.15 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.16 **Assignment.** Neither this Agreement or any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.17 **Incorporation by Reference.** Exhibits or Attachment A is attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.18 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.20 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

ARTICLE 3 – GENERAL CONDITIONS

3.21 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.22 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.23 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.24 **Survival.** All representations and warranties made herein regarding indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.25 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBBC

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By _____
Donna P. Korn, Chair

Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Office of the General Counsel

FOR VENDOR

(Corporate Seal)

*Insert Full Legal Name of the Corporation,
Agency or Other Legal Entity*

ATTEST:

By _____

_____, Secretary
-or-

Witness

Witness

**The Following Notarization is Required for Every Agreement Without Regard to
Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of
_____, 20__ by _____ of

_____,
Name of Person
_____, on behalf of the corporation/agency.

Name of Corporation or Agency
He/She is personally known to me or produced _____ as identification and did/did not
first take an oath. Type of Identification

My Commission Expires:

Signature – Notary Public

(SEAL)

Printed Name of Notary

Notary's Commission No.

FOR VENDOR

Witness

Signature

Witness

Printed Name

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by _____
who is personally known to me or who produced _____ as
identification and who did/did not first take an oath this _____ day of _____, _____
20____.

My Commission Expires:

Signature – Notary Public

Notary's Printed Name

Notary's Commission No.

(SEAL)

ATTACHMENT H

ACH Payment Agreement Form



The School Board of Broward County, Florida
ACH Payment Agreement Form (ACH CREDITS)

VENDOR NAME:

Authorization Agreement

I (we) hereby authorize The School Board of Broward County to initiate automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize The School Board of Broward County to make the necessary debit entries/adjustments in the event that a credit entry is made in error.

Further, I agree not to hold The School Board of Broward County responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until The School Board of Broward County receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Account Information

Name of Bank or Financial Institution: _____

Branch/ State: _____

Routing No: _____

Account No: _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
VENDOR AREA:		
Remittance Confirmation: (please select one) _____	Fax <input type="checkbox"/>	Email <input type="checkbox"/>
Federal Identification No. Vendor _____	TAX ID# <input type="checkbox"/>	SS# <input type="checkbox"/>

Update Purchase Order Fax & Email Address

Centralized Fax Number _____	Dept. _____
Centralized Email _____	Dept. _____
Centralized Phone No. _____	Dept. _____

Signature

Authorized Signature
(Primary) and Business title: _____ Date: _____

Authorized Signature
(Joint) and Business title: _____ Date: _____

Please attach a VOIDED check to verify bank details and routing number.

This form must be returned to: SBBC – Purchasing – Data Strategy Group
7720 W. Oakland Park Blvd, Sunrise FL 33351 call: 754-321-0516 or fax # 754-321-0533

For Use by DATA STRATEGY GROUP

Vendor Account# _____ Date Entered _____ Initials: _____

ATTACHMENT I

Statement of “No Response”

ATTACHMENT I, STATEMENT OF "NO RESPONSE"

If your company will not be submitting a response to this Request for Proposal, please complete this Statement of "No" Response Sheet and return, prior to the RFP Due Date established within, to:

SBBC
Procurement & Warehousing Services Department
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

This information will help SBBC in the preparation of future RFPs.

RFP Number: _____ Title: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Facsimile: _____ E-mail: _____

√	Reasons for "NO Response":
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the Request for Proposal.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)

Comments:

Signature: _____ Date: _____

ATTACHMENT J

Current Environment: Voice Equipment

HIGH SCHOOLS:						
Qty	Location Name	System Model	System Software	Avaya Enterprise Core Location	Avaya	Tadiran
1	Anderson, Boyd H.	Avaya G450	Release 6.3	2	1	
2	BCC/ College Academy	IPX500	Version 14.66.11			1
3	Coconut Creek	Avaya G450	Release 6.3	2	1	
4	Cooper City	Avaya G450	Release 6.3	2	1	
5	Coral Glades	Tadiran IPX800	Version 14.66.24			1
6	Coral Springs	Tadiran CORAL III/ 4GC	Version 11.10.18			1
7	Cypress Bay	Tadiran CORAL III/ 4GC	Version 11.10.23			1
8	Deerfield Beach	Avaya G450	Release 6.3	2	1	
9	Dillard	Avaya G450	Release 6.3	2	1	
10	Ely, Blanche	Avaya G450	Release 6.3	2	1	
11	Everglades	Tadiran CORAL III/ 4GC	Version 14.15.09			1
12	Flanagan, Charles W.	Tadiran CORAL III/ 4GC	Version 11.10.15			1
13	Fort Lauderdale	Avaya G450	Release 6.3	2	1	
14	Hallandale	Avaya G450	Release 6.3	1	1	
15	Hollywood Hills	Avaya G450	Release 6.3	2	1	
16	McArthur	Avaya G450	Release 6.3	2	1	
17	Miramar	Avaya G450	Release 6.3	2	1	
18	Monarch	Tadiran CORAL III/ 4GC	Version 14.15.09			1
19	Northeast	Tadiran CORAL III/ 4GC	Version 11.10.18			1
20	Nova	Tadiran CORAL III/ 4GC	Version 11.10.18			1
21	Piper	Tadiran CORAL III/ 4GC	Version 11.10.18			1
22	Plantation	Avaya G450	Release 6.3	2	1	
23	Pompano	Tadiran CORAL III/ 4GC	Version 14.15.12			1
24	South Broward	Avaya G450	Release 6.3	2	1	
25	South Plantation	Tadiran CORAL III/ SVC	Version 11.10.18			1
26	Stoneman Douglas	Tadiran CORAL III/ 4GC	Version 15.84.24			1
27	Stranahan	Avaya G450	Release 6.3	2	1	
28	Taravella, J. P.	Tadiran CORAL III/ SVC	Version 11.10.18			1
29	West Broward	Avaya G450	Release 6.3	2	1	
30	Western	Tadiran CORAL III/ 4GC	Version 15.84.24			1
AVAYA TOTAL:					15	
TADIRAN TOTAL:						15

MIDDLE SCHOOLS:						
Qty	Location Name	System Model	System Software	Avaya Enterprise Core Location	Avaya	Tadiran
1	Apollo	Avaya G450	Release 6.3	1	1	
2	Attucks	Avaya G450	Release 6.3	1	1	
3	Bair	Avaya G450	Release 6.3	2	1	
4	Coral Springs	Tadiran CORAL III/SVC	Version 11.10.23			1
5	Crystal Lake Community	Avaya G450	Release 6.3	2	1	
6	Dandy, William	Avaya G450	Release 6.3	1	1	
7	Deerfield Beach	Avaya G450	Release 6.3	2	1	

8	Driftwood	Avaya G450	Release 6.3	1	1	
9	Falcon Cove	Avaya G450	Release 6.3	1	1	
10	Forest Glen	Tadiran CORAL III/SVC	Version 11.10.23			1
11	Glades	Avaya G450	Release 6.3	2	1	
12	Gulfstream	Avaya G450	Release 6.3	2	1	
13	Indian Ridge	Tadiran CORAL III/SVC	Version 11.10.18			1
14	Lauderdale Lakes	Avaya G450	Release 6.3	1	1	
15	Lauderhill	Avaya G450	Release 6.3	2	1	
16	Lyons Creek	Tadiran CORAL III/SVC	Version 11.10.23			1
17	Margate	Avaya G450	Release 6.3	2	1	
18	McNicol	Avaya G450	Release 6.3	1	1	
19	Millennium	Avaya G450	Release 6.3	2	1	
20	New Renaissance	Avaya G450	Release 6.3	2	1	
21	New River	Avaya G450	Release 6.3	2	1	
22	Nova (Ref NOVA HS - same System)	Ref Nova HS				
23	Olsen	Avaya G450	Release 6.3	2	1	
24	Parkway	Avaya G450	Release 6.3	2	1	
25	Perry, Henry	Avaya G450	Release 6.3	2	1	
26	Pines	Avaya G450	Release 6.3	2	1	
27	Pioneer	Tadiran CORAL III/SVC	Version 11.10.23			1
28	Plantation	Avaya G450	Release 6.3	2	1	
29	Pompano Beach	Avaya G450	Release 6.3	2	1	
30	Ramblewood	Tadiran CORAL III/SVC	Version 11.10.15			1
31	Rickards	Avaya G450	Release 6.3	2	1	
32	Sawgrass Springs	Tadiran CORAL III/SVC	Version 11.10.15			1
33	Seminole	Tadiran CORAL III/SVC	Version 11.10.23			1
34	Silver Lakes	Avaya G450	Release 6.3	1	1	
35	Silver Trail	Tadiran CORAL III/SVC	Version 11.10.18			1
36	Sunrise	Avaya G450	Release 6.3	2	1	
37	Tequesta Trace	Tadiran CORAL III/SVC	Version 11.10.23			1
38	Westglades	Tadiran CORAL III/SVC	Version 11.10.15			1
39	Westpine	Avaya G450	Release 6.3	2	1	
40	Young, Walter C. Res.	Tadiran CORAL III/SVC	Version 11.10.23			1
AVAYA TOTAL:					27	
TADIRAN TOTAL:						12

ELEMENTARY SCHOOLS:

Qty	Location Name	System Model	System Software	Avaya Enterprise Core Location	Avaya	Tadiran
1	Atlantic West	Avaya G450	Release 6.3	2	1	
2	Banyan	Avaya G450	Release 6.3	2	1	
3	Bayview	Tadiran CORAL II/SVC	Version 11.09.05			1
4	Beachside	Avaya G450	Release 6.3	2	1	
5	Bennett	Avaya G450	Release 6.3	1	1	
6	Bethune, Mary	Avaya G450	Release 6.3	2	1	
7	Blanche Forman/ HRD	Tadiran CORAL II/SVC	Version 11.09.05			1
8	Boulevard Heights	Avaya G450	Release 6.3	2	1	
9	Broadview	Avaya G450	Release 6.3	1	1	
10	Broward Estates	Avaya G450	Release 6.3	1	1	
11	Castle Hill	Avaya G450	Release 6.3	1	1	
12	Central Park	Tadiran CORAL II/SVC	Version 11.10.23			1

13	Challenger	Avaya G450	Release 6.3	1	1	
14	Chapel Trail	Avaya G450	Release 6.3	1	1	
15	Coconut Creek	Avaya G450	Release 6.3	1	1	
16	Coconut Palm	Tadiran CORAL II/SVC	Version 11.10.23			1
17	Colbert	Avaya G450	Release 6.3	1	1	
18	Collins	Avaya G450	Release 6.3	1	1	
19	Cooper City	Tadiran CORAL II/SVC	Version 11.08.00.02			1
20	Coral Cove	Tadiran IPX800	Version 14.67.36			1
21	Coral Park	Tadiran CORAL II/SVC	Version 11.10.23			1
22	Coral Springs	Avaya G450	Release 6.3	2	1	
23	Country Hills	Tadiran CORAL II/SVC	Version 11.10.23			1
24	Country Isles	Tadiran CORAL II/SVC	Version 11.10.23			1
25	Cresthaven	Avaya G450	Release 6.3	1	1	
26	Croissant Park	Avaya G450	Release 6.3	1	1	
27	Cypress	Avaya G450	Release 6.3	1	1	
28	Dania	Avaya G450	Release 6.3	1	1	
29	Davie	Avaya G450	Release 6.3	2	1	
30	Deerfield Beach	Avaya G450	Release 6.3	2	1	
31	Deerfield Park	Avaya G450	Release 6.3	1	1	
32	Dillard	Avaya G450	Release 6.3	1	1	
33	Discovery	Avaya G450	Release 6.3	1	1	
34	Dolphin Bay	Tadiran IPX800	Version 15.39.05			1
35	Drew, Charles	Avaya G450	Release 6.3	1	1	
36	Driftwood	Avaya G450	Release 6.3	1	1	
37	Dwight D. Eisenhower (NOVA)	Avaya G450	Release 6.3	1	1	
38	Eagle Point	Tadiran CORAL II/SVC	Version 11.10.23			1
39	Eagle Ridge	Avaya G450	Release 6.3	1	1	
40	Embassy Creek	Tadiran CORAL II/SVC	Version 11.10.23			1
41	Everglades	Tadiran CORAL II/SVC	Version 11.09.05			1
42	Fairway	Avaya G450	Release 6.3	2	1	
43	Flamingo	Avaya G450	Release 6.3	1	1	
44	Floranada	Tadiran CORAL II/SVC	Version 11.10.23			1
45	Forest Hills	Avaya G450	Release 6.3	1	1	
46	Foster, Stephen	Avaya G450	Release 6.3	2	1	
47	Fox Trail	Avaya G450	Release 6.3	1	1	
48	Gator Run	Tadiran CORAL II/SVC	Version 11.09.05			1
49	Griffin	Avaya G450	Release 6.3	1	1	
50	Hallandale	Avaya G450	Release 6.3	2	1	
51	Harbordale	Tadiran CORAL II/SVC	Version 11.09.05			1
52	Hawkes Bluff	Tadiran CORAL II/SVC	Version 11.10.23			1
53	Heron Heights	Avaya G450	Release 6.3	1	1	
54	Hollywood Central	Avaya G450	Release 6.3	2	1	
55	Hollywood Hills	Avaya G450	Release 6.3	1	1	
56	Hollywood Park	Avaya G450	Release 6.3	2	1	
57	Horizon	Avaya G450	Release 6.3	2	1	
58	Hunt, James	Avaya G450	Release 6.3	2	1	
59	Indian Trace	Tadiran CORAL II/SVC	Version 11.10.23			1
60	King, Martin Luther	Avaya G450	Release 6.3	1	1	
61	Lake Forest	Avaya G450	Release 6.3	1	1	
62	Lakeside	Tadiran CORAL II/SVC	Version 11.10.18			1
63	Larkdale	Avaya G450	Release 6.3	1	1	
64	Lauderhill Paul Turner	Avaya G450	Release 6.3	1	1	
65	Liberty	Avaya G450	Release 6.3	2	1	
66	Lloyd Estates	Avaya G450	Release 6.3	1	1	
67	Manatee Bay	Avaya G450	Release 6.3	1	1	
68	Maplewood	Tadiran CORAL II/SVC	Version 11.10.23			1

69	Margate	Avaya G450	Release 6.3	2	1	
70	Markham, Robert	Avaya G450	Release 6.3	1	1	
71	Marshall, Thurgood	Avaya G450	Release 6.3	1	1	
72	McNab	Tadiran CORAL II/SVC	Version 11.10.23			1
73	Meadowbrook	Avaya G450	Release 6.3	1	1	
74	Miramar	Avaya G450	Release 6.3	1	1	
75	Mirror Lake	Avaya G450	Release 6.3	2	1	
76	Morrow	Avaya G450	Release 6.3	1	1	
77	Nob Hill	Tadiran CORAL II/SVC	Version 11.10.23			1
78	Norcrest	Tadiran CORAL II/SVC	Version 11.10.23			1
79	North Andrews Gardens	Avaya G450	Release 6.3	2	1	
80	North Fork	Avaya G450	Release 6.3	1	1	
81	North Lauderdale	Avaya G450	Release 6.3	1	1	
82	North Side	Avaya G450	Release 6.3	1	1	
83	Oakland Park	Avaya G450	Release 6.3	1	1	
84	Oakridge	Avaya G450	Release 6.3	2	1	
85	Orange Brook	Avaya G450	Release 6.3	2	1	
86	Oriole	Avaya G450	Release 6.3	1	1	
87	Palm Cove	Avaya G450	Release 6.3	2	1	
88	Palmview	Avaya G450	Release 6.3	1	1	
89	Panther Run	Tadiran CORAL II/SVC	Version 11.10.23			1
90	Park Lakes	Avaya G450	Release 6.3	1	1	
91	Park Lakes Annex	Tadiran CORAL II/SVC	Version 14.67.51			1
92	Park Ridge	Avaya G450	Release 6.3	2	1	
93	Park Springs	Avaya G450	Release 6.3	1	1	
94	Park Trails	Avaya G450	Release 6.3	1	1	
95	Parkside	Tadiran CORAL II/SVC	Version 11.10.23			1
96	Pasadena Lakes	Avaya G450	Release 6.3	2	1	
97	Pembroke Lakes	Tadiran CORAL II/SVC	Version 11.10.18			1
98	Pembroke Pines	Avaya G450	Release 6.3	2	1	
99	Perry, Annabel	Avaya G450	Release 6.3	1	1	
100	Peters	Avaya G450	Release 6.3	2	1	
101	Pines Lakes	Avaya G450	Release 6.3	2	1	
102	Pinewood	Avaya G450	Release 6.3	2	1	
103	Plantation	Avaya G450	Release 6.3	1	1	
104	Plantation Park	Avaya G450	Release 6.3	1	1	
105	Pompano Beach	Avaya G450	Release 6.3	1	1	
106	Quiet Waters	Tadiran CORAL II/SVC	Version 11.10.23			1
107	Ramblewood	Avaya G450	Release 6.3	1	1	
108	Riverglades	Tadiran CORAL II/SVC	Version 11.08.00.02			1
109	Riverland	Avaya G450	Release 6.3	1	1	
110	Riverside	Tadiran CORAL II/SVC	Version 11.10.23			1
111	Rock Island	Avaya G450	Release 6.3	1	1	
112	Royal Palm	Avaya G450	Release 6.3	1	1	
113	Sanders Park	Avaya G450	Release 6.3	1	1	
114	Sandpiper	Tadiran CORAL II/SVC	Version 11.10.23			1
115	Sawgrass	Avaya G450	Release 6.3	1	1	
116	Sea Castle	Avaya G450	Release 6.3	2	1	
117	Sheridan Hills	Avaya G450	Release 6.3	2	1	
118	Sheridan Park	Avaya G450	Release 6.3	2	1	
119	Silver Lakes	Tadiran CORAL II/SVC	Version 11.10.23			1
120	Silver Palms	Tadiran CORAL II/SVC	Version 11.10.18			1
121	Silver Ridge	Avaya G450	Release 6.3	1	1	
122	Silver Shores	Avaya G450	Release 6.3	1	1	
123	Stirling	Avaya G450	Release 6.3	2	1	
124	Sunland Park	Avaya G450	Release 6.3	1	1	

125	Sunset Lakes	Avaya G450	Release 6.3	1	1
126	Sunshine	Avaya G450	Release 6.3	2	1
127	Tamarac	Avaya G450	Release 6.3	1	1
128	Tedder	Avaya G450	Release 6.3	1	1
129	Tradewinds	Avaya G450	Release 6.3	1	1
130	Tropical	Avaya G450	Release 6.3	1	1
131	Village	Avaya G450	Release 6.3	1	1
132	Walker	Avaya G450	Release 6.3	1	1
133	Watkins	Avaya G450	Release 6.3	1	1
134	Welleby	Avaya G450	Release 6.3	1	1
135	West Hollywood	Avaya G450	Release 6.3	1	1
136	Westchester	Avaya G450	Release 6.3	1	1
137	Westwood Heights	Avaya G450	Release 6.3	1	1
138	Wilton Manors	Avaya G450	Release 6.3	1	1
139	Winston Park	Avaya G450	Release 6.3	1	1
140	Young, Virginia Shuman	Avaya G450	Release 6.3	1	1
AVAYA TOTAL:					107
TADIRAN TOTAL:					33

TECHNICAL COLLEGES:

Qty	Location Name	System Model	System Software	Avaya Enterprise Core Location	Avaya	Tadiran
1	Atlantic Technical College	Tadiran CORAL III/4GC	Version 11.10.23			1
2	Sheridan Technical College	Tadiran CORAL III/4GC	Version 11.08.06			1
3	McFatter Technical College	Tadiran CORAL III/4GC	Version 11.10.18			1
TADIRAN TOTAL:						3

CENTERS:

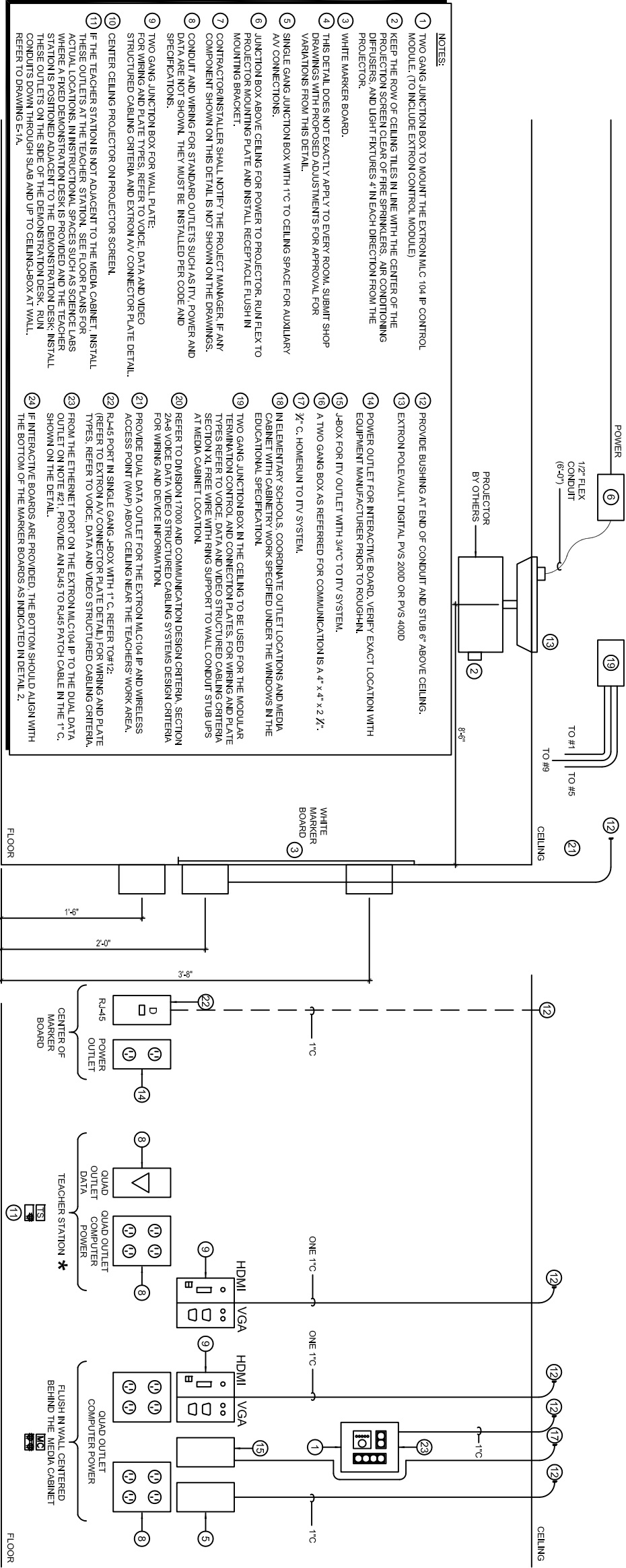
Qty	Location Name	System Model	System Software	Avaya Enterprise Core Location	Avaya	Tadiran
1	Bright Horizons	Avaya G450	Release 6.3	2	1	
2	Cross Creek School	Avaya G450	Release 6.3	2	1	
3	Cypress Run Education	Avaya G450	Release 6.3	2	1	
4	Endeavour Primary Learning	Avaya G450	Release 6.3	1	1	
5	Hallandale Adult & Comm.	Tadiran CORAL III/4GC	Version 11.10.18			1
6	Lanier-James Education	Avaya G450	Release 6.3	2	1	
7	Charles Drew Fam Resource	Avaya G450	Release 6.3	1	1	
8	Dave Thomas Adult Educaton	Tadiran CORAL II/SVC	Version 11.10.18			1
9	Dave Thomas West Campus	Avaya G450	Release 6.3	2	1	
10	Pine Ridge Alternative Center	Avaya G450	Release 6.3	1	1	
11	Seagull School	Avaya G450	Release 6.3	2	1	
12	Sheridan Technical HS @ Sunset	Avaya G450	Release 6.3	1	1	
13	The Quest	Avaya G450	Release 6.3	2	1	
14	Whiddon-Rogers Education	Avaya G450	Release 6.3	2	1	
15	Whispering Pines School	Avaya G450	Release 6.3	2	1	
16	Wingate Oaks	Avaya G450	Release 6.3	1	1	

AVAYA TOTAL:	14	
TADIRAN TOTAL:		2

ADMINISTRATION SITES:						
Qty	Location Name	System Model	System Software	Avaya Enterprise Core Location	Avaya	Tadiran
1	Atlantic Technical College @ Arthur Ash	Avaya G450	Release 6.3	1	1	
2	BECON	Tadiran CORAL 5000	Version 14.15.12			1
3	Broward Fire Academy	Tadiran CORAL II/SVC	Version 14.67.51			1
4	Edgewood Administrative Center	Tadiran CORAL II/SVC	Version 11.10.23			1
5	Fort Lauderdale Annex	Tadiran CORAL II/SVC	Version 11.10.18			1
6	KCW Building	Tadiran CORAL III/4GC Dup	Version 11.09.05			1
7	Lauderdale Manors Resource Center	Avaya G450	Release 6.3	1	1	
8	Maintenance, Central	Tadiran IPX800	Version 15.28.00			1
9	Maintenance, North	Tadiran IPX800	Version 14.66.24			1
10	Maintenance, South	Tadiran IPX800	Version 15.68.05			1
11	NCAO	Tadiran CORAL III/4GC	Version 11.10.23			1
12	New River Circle ANNEX	Tadiran CORAL II/SVC	Version 11.08.00.02			1
13	Park Lakes Annex	Tadiran CORAL II/SVC	Version 14.67.51			1
14	Pines ANNEX	Tadiran CORAL II/SVC	Version 14.15.09			1
15	Pompano Administration Center	Tadiran CORAL III/SVC	Version 11.10.18			1
16	Rock Island Administrative Center	Tadiran CORAL II/SVC	Version 11.10.23			1
17	Transportation, North	Tadiran CORAL II/SVC	Version 14.15.09			1
18	Transportation, Northwest	Tadiran CORAL II/SVC	Version 14.15.09			1
19	Transportation, South	Tadiran CORAL II/SVC	Version 14.15.09			1
20	Sheridan Technical College - West Campus	Tadiran IPX800	Version 14.67.36			1
21	Transportation, Training Facility	Tadiran CORAL II/SVC	Version 14.67.51			1
22	Transportation, West Cntrl	Tadiran CORAL II/SVC	Version 14.15.09			1
23	TSSC Building	IPX4000R/ATS Dup	Version 15.68.20			1
24	TSSC - AVAYA Core 1	Avaya Aura Enterprise System	Release 6.3		1	
25	TSSC - AVAYA Core 2	Avaya Aura Enterprise System	Release 6.3		1	
26	Twin Lakes Administration	Tadiran CORAL III/4GC	Version 11.10.18			1
27	Twin Lakes East	Tadiran CORAL III/4GC	Version 11.09.05			1
28	Twin Lakes West	Tadiran CORAL III/4GC	Version 11.10.11			1
29	Village Multipurpose Center	Tadiran IP Office				1
AVAYA TOTAL:					4	
TADIRAN TOTAL:						25
DISTRICT TOTAL/ AVAYA:						167
DISTRICT TOTAL/ TADIRAN:						90

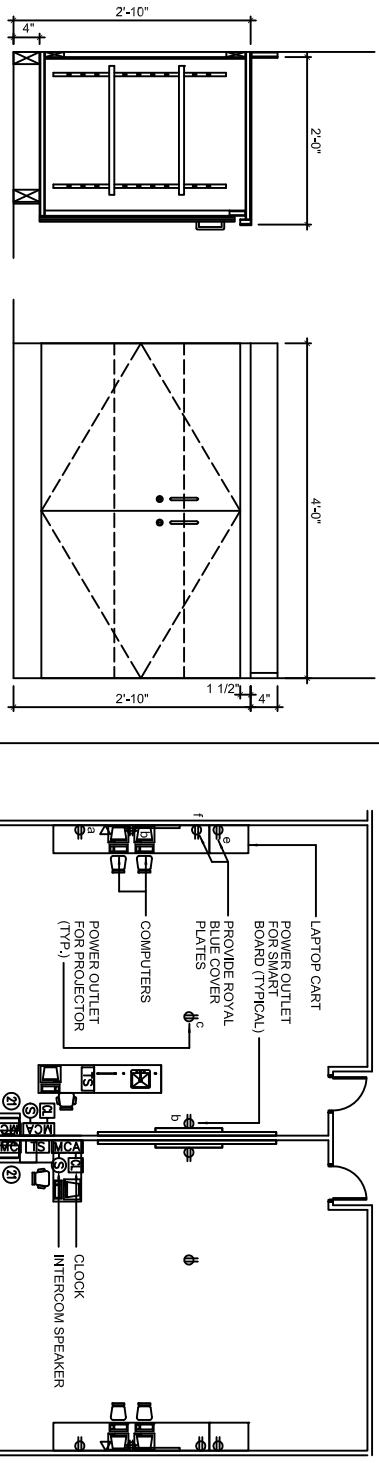
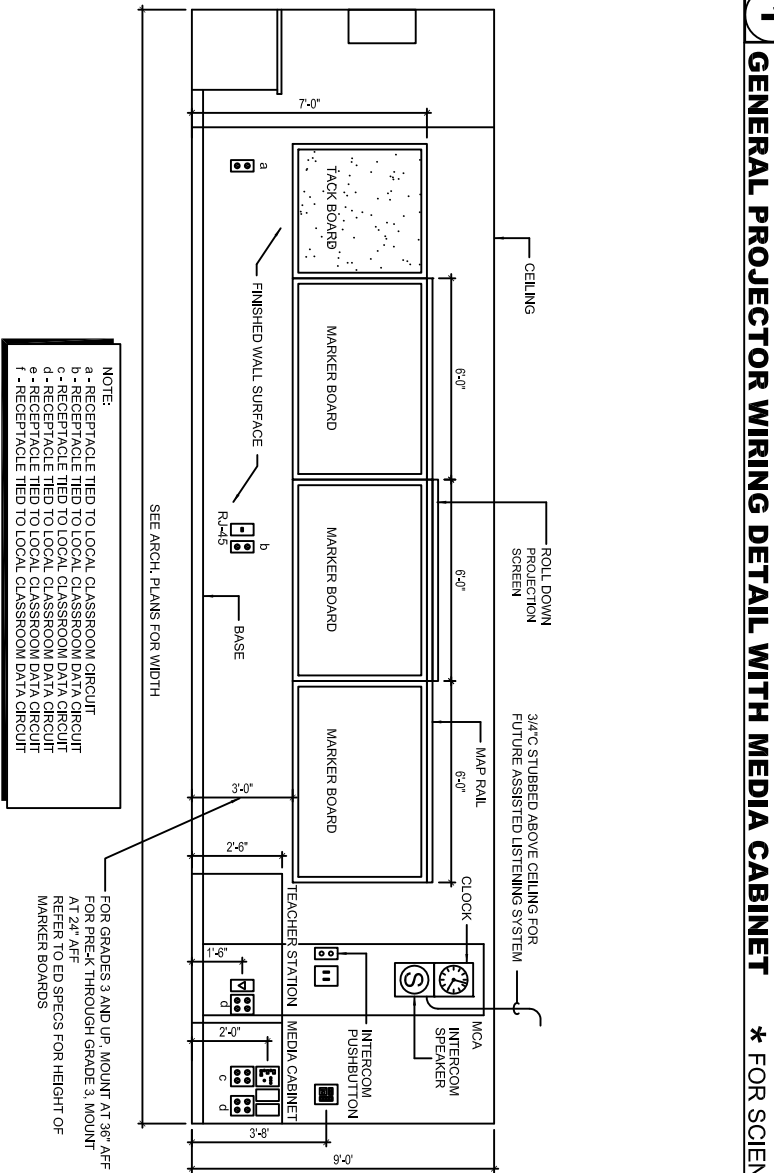
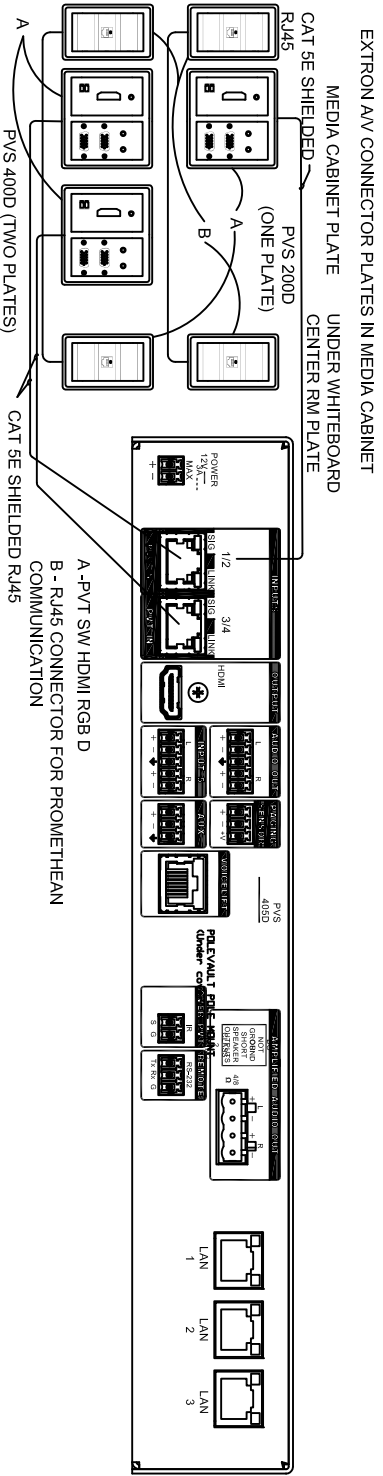
ATTACHMENT K








SBBC Instructional Spaces Typical Layout Detail (Ceiling Mount)



1 CEILING PROJECTOR WIRING DETAIL WITH MEDIA CABINET

E-X THE COMPONENTS OF THIS DETAIL APPLY TO ALL ROOMS WHERE A PROJECTION SCREEN IS REQUIRED BY EDUCATIONAL SPECIFICATIONS. SEE TYPICAL CLASSROOM ELEVATION DETAIL. THE ELECTRICAL PLANS MAY NOT INDICATE ALL INSTANCES WHERE THESE COMPONENTS ARE REQUIRED. REFER TO ARCHITECTURAL PLANS FOR LOCATION OF PROJECTION SCREEN, MEDIA CABINET AND TEACHER STATION.

REVISID: 6-28-06
SCALE: NONE

SUBMISSIONS		REVISIONS	
	BUILDING DEPARTMENT REVIEW / COMMENT		03-28-08 PER E. T. S. COMMENTS
			07-14-08 PER E. T. S. COMMENTS
			08-01-08 PER E. T. S. COMMENTS
			10-27-08 PER E. T. S. COMMENTS
			01-08-09 PER E. T. S. COMMENTS
			04-23-09 PER E. T. S. COMMENTS
			05-08-09 PER E. T. S. COMMENTS

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
FACILITIES & CONSTRUCTION MANAGEMENT
DESIGN SERVICES
1700 S.W. 14th Court Fort Lauderdale, Florida 33312

INSTRUCTIONAL SPACES

TYPICAL LAYOUT DETAIL

CADD FILE NAME	
COMPLETION DATE	
NOVEMBER 29, 2007	
DRAWN BY:	
ARIEL C. LOPEZ	
REVIEWED BY:	
PERLA TARRAU-AYALA,P.E.	

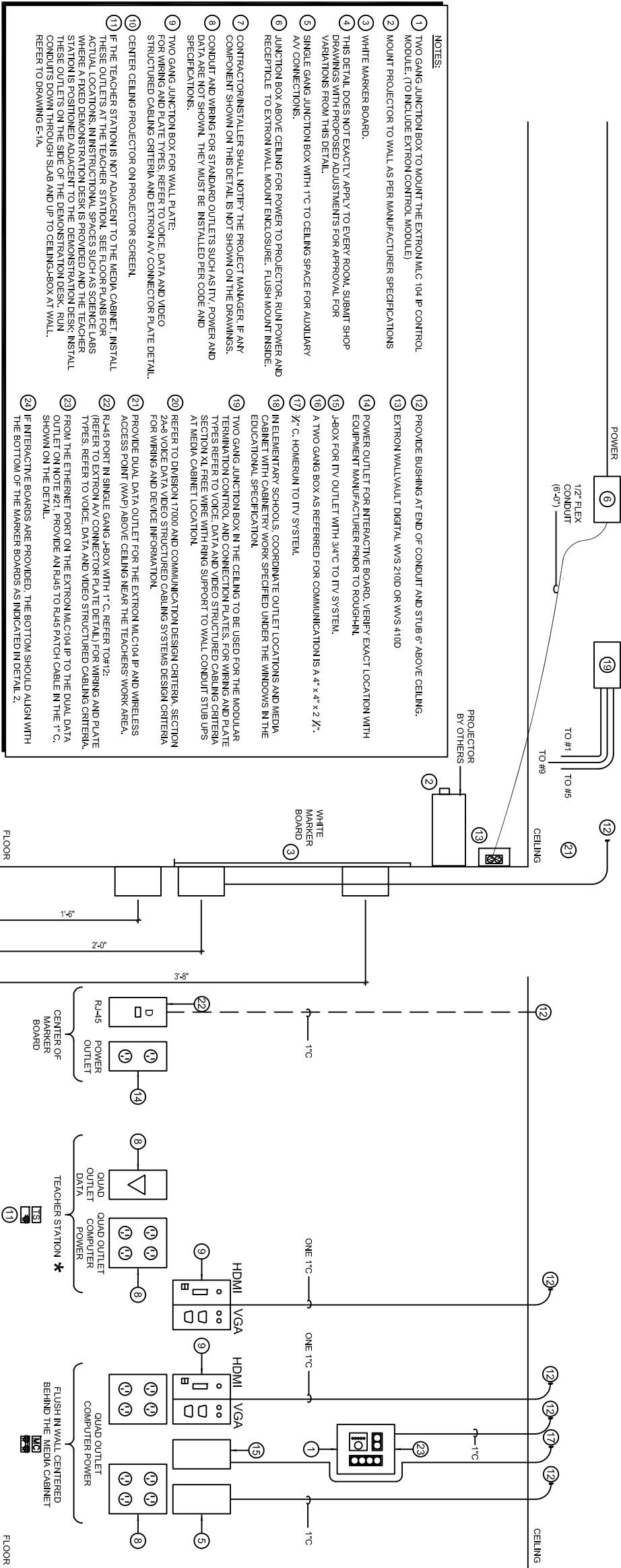
ENGINEER OF RECORD:
PERLA TARRAU-AYALA, P.E.
P.E. No. 53260

SHEET NUMBER

Sheet 1 of 2

ATTACHMENT L

SBBC Instructional Spaces Typical Layout Detail (Wall Mount)

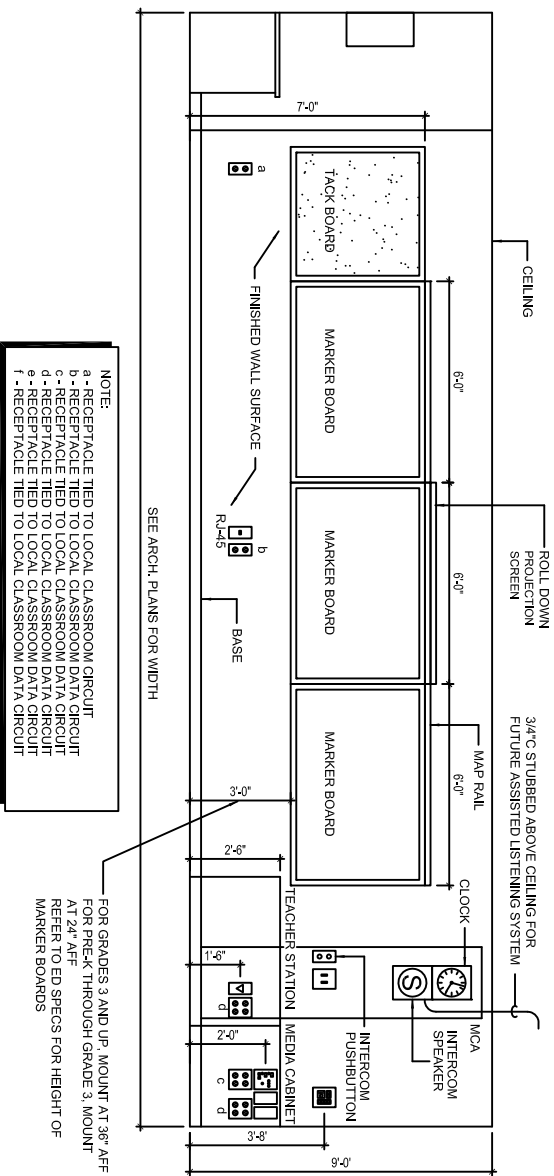


1 CEILING PROJECTOR WIRING DETAIL WITH MEDIA CABINET

THE COMPONENTS OF THIS DETAIL APPLY TO ALL ROOMS WHERE A PROJECTION SCREEN IS REQUIRED BY EDUCATIONAL SPECIFICATIONS. SEE TYPICAL CLASSROOM ELEVATION DETAIL. THE ELECTRICAL PLANS MAY NOT INDICATE ALL INSTANCES WHERE THESE COMPONENTS ARE REQUIRED. REFER TO ARCHITECTURAL PLANS FOR LOCATION OF PROJECTION SCREEN, MEDIA CABINET AND TEACHER STATION.

1 GENERAL PROJECTOR WIRING DETAIL WITH MEDIA CABINET

* FOR SCIENCE CLASSROOM LAYOUT, REFER TO DRAWING E-1A



2 TYPICAL CLASSROOM ELEVATION

NOT TO SCALE

5 EXTRON AV CONNECTOR PLATES

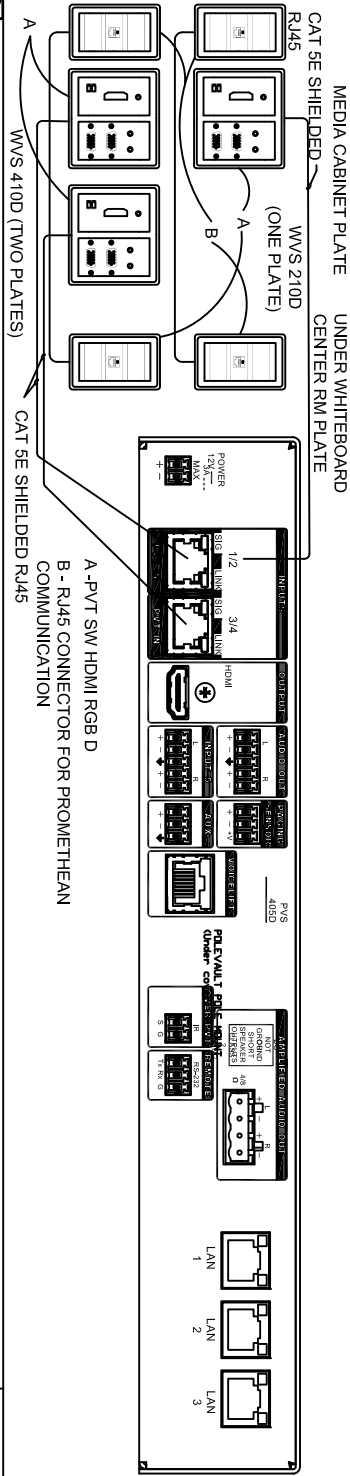
NOT TO SCALE

3 TYPICAL MEDIA CABINET

NOT TO SCALE

4 TYPICAL CLASSROOM PLAN

NOT TO SCALE



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
FACILITIES & CONSTRUCTION MANAGEMENT
DESIGN SERVICES
1700 S.W. 14th Court Fort Lauderdale, Florida 33312

INSTRUCTIONAL SPACES
TYPICAL LAYOUT DETAIL

SUBMISSIONS		REVISIONS	
	BUILDING DEPARTMENT REVIEW / COMMENT		
		03-28-06	PER E.T.S. COMMENTS
		07-14-08	PER E.T.S. COMMENTS
		08-01-08	PER E.T.S. COMMENTS
		10-27-09	PER E.T.S. COMMENTS
		01-08-09	PER E.T.S. COMMENTS
		04-23-09	PER E.T.S. COMMENTS
		09-08-09	PER E.T.S. COMMENTS

ENGINEER OF RECORD:
PERLA TARRAU-AYALA, P.E.
P.E. No. 53260

SHEET NUMBER
E-1

COMPLETION DATE
NOVEMBER 29, 2007

DRAWN BY:
ARIEL C. LOPEZ

REVIEWED BY:
PERLA TARRAU-AYALA, P.E.

CADD FILE NAME

ATTACHMENT M

Section 2-A Design Criteria

SECTION 2A-8 VOICE, DATA, and VIDEO STRUCTURED CABLING SYSTEMS DESIGN CRITERIA

I. PROJECT DESIGN OVERVIEW

A. This standard is drawn from the ANSI/TIA/EIA Structured Wiring Standards and is designed to support the goals of the District Technology Plan. Projects will vary depending on whether the project is new or retrofit design and construction.

1. The base facilities required are to include communications equipment rooms (ER), telecommunications rooms (TR), distribution panels (DP), and cableways. Each site is to have one (1) ER per campus and at a minimum one (1) TR per building. The number of TRs will be determined by the requirement that all communication outlet horizontal wiring shall not exceed 250' cable length. Multiple story buildings will have a minimum of one (1) TR per floor.
2. Designated locations for workstation outlets should accommodate room rearrangements and future alternate uses whenever possible. The workstation outlets should be located so that they are as far away from windows, egress and water sources as possible.
3. Each instructional space shall be designed to include the media control units associated with the Audio/Visual Digital Classroom described in Section XI of this design criteria document and detailed in the "Instructional Spaces – Typical Layout Detail".
4. Each instructional space shall be provided with laptop charging outlets located on the wall opposite to the teaching wall. There shall be two duplex outlets on dedicated circuit (royal blue in color) and one quad outlet (gray in color). The royal blue duplex outlets shall be for the connection of the charging carts (NIC) and the gray quad outlet is for the connection of a computer workstation (NIC). Refer to the "Instructional Spaces – Typical Layout Detail".
5. Unless fully enclosed in conduit, all communications wire shall be PLENUM rated Category 6 UTP #24 AWG, or better.
6. Any floor box location where enclosed conduit is used must be routed within the concrete slab and shall be designated a wet location. This mandates the use of cable specified for that purpose. If using gel-filled cable, a transition point will be acceptable when entering the plenum-rated space.
7. All workstation outlets and patch panels shall use ANSI/TIA/EIA T568B 8-pin modular jacks (RJ-45).
8. All cabling from workstation outlets must be home-run to each ER, TR, or DP and all wires terminated at each end on a one to one pin basis. Due to the high-density distribution within computer labs, a local TR or DP may

be created. The lab's TR would then be tied into the main horizontal wiring system via a fiber backbone connection.

9. Electrical wiring shall not be bundled in the same pathway as the communications wiring unless the pathway contains partitions for power and communications wiring UL listed for this purpose. Combination power and data outlet boxes (typically used in floor installations) shall contain no cross over wiring. I/O must maintain a straight throughway passage.

10. Fiber optic cabling is to be used between buildings for data distribution due to its transmission speed, bandwidth capability, elimination of inter-building grounding problems, and avoidance of lightning strike complications. Copper cabling is acceptable for telephone intra-building distribution, but lightning and surge protection, and proper grounding techniques must be used as required by all state, local, and district construction codes.

11. Fiber optic cabling is to be used for all intra-building distribution between ER, TR, and DP.

12. The rating of the wiring distribution system support apparatus (patch panels, communications jacks, etc.) shall be Category 6 or better and so certified.

13. Cabling connections for all wireless access points should be designed and installed in high locations to cover as much area as possible.

14. The cable tray, if applicable, shall be for the sole use of the Telecommunications and Energy management Department (EM and Security). Any HVAC equipment control wiring if not installed in the cable tray shall be installed in a separate conduit.

15. For new or replacement local exchange carrier entrance facilities, the consultant shall be required to provide to the Facilities Telecommunications Coordinator one 30"x42" copy of the Civil Site Survey and the electrical drawing sheet showing the Equipment Room (ER) where the cable will be terminated. The entrance cable and fiber shall be in two (2) -4" dedicated conduits from the ER back to the pick up point at the property entrance. The Facilities Telecommunications Coordinator will receive the location of pick up point from the local exchange carrier via the BIC package. PVC conduit is not allowed inside buildings, schedule 40 PVC may be used outdoors underground from pick up point at property line to a transition point inside the building.

16. For the Metro Ethernet service provide in the Equipment Room (ER) a 4'X8', $\frac{3}{4}$ " plywood backboard and one 120V-20A duplex of electrical power, fed from a computer panel, near the backboard for the sole use of the Local Exchange Carrier. A common power source ground bonded to the main distribution ground system (MDP) must be provided at the terminal location. Electrician to run a #6 insulated ground wire from the building electrical grounding electrode system (MDP) and terminated on bus bar at the base of plywood backboard inside the ER.

17. Provide 2 fiber strands from the main feeder cable and bring it (depending upon the distance, a 1" rigid metal conduit be needed to house the fiber strand) to a separate 4'x4'x $\frac{3}{4}$ " plywood backboard in the ER to be designated for the Metro Ethernet. This backboard will house the WBT (fiber splice), the transceiver (must be within 6' of a dedicated 120V duplex electrical outlet) and a network interface.

II. DESIGN CONSIDERATIONS

A. Equipment Room (ER) (Formerly referred to as CER)

1. This room is the entry point for incoming cables servicing the school and the origination point for all internal communications systems. Typically the ER houses the system equipment, provides service demarcation, and is connected to TRs for distribution to the end user. Designs and installations must provide a minimum of two (2) - 4" conduits for the main telephone service entrance facilities. Structured Wiring contractors or subcontractors must coordinate the termination points and connections at the street with the service providers. Inter-building and intra-building backbone horizontal wiring provide two (2) -2" conduits home run from the ER to each TR.

2. The ER shall include enough room to maintain and house the distribution equipment, server cabinetry and documentation for the system. Considerations in ER design include code requirements, 24 x 7 environmental conditioning, power, security and access by maintenance personnel, environmental conditioning, grounding and bonding. Minimum space required 15' by 15'. The ER (Equipment Room) shall be located within 50 feet of an exterior wall to allow for local exchange carrier termination.

B. Telecommunications Room (TR) (Formerly referred to as CC)

1. The TR is an interconnection point between the wiring backbone and the horizontal wiring to the workstations within a building. TRs concentrate horizontal wiring from user areas and distribute the signal back to the ER equipment. The TR is to contain only equipment related to data, voice, and video services.

2. The TR shall include enough room to maintain and house the distribution equipment and documentation for the system. Considerations in TR design include adherence to code requirements, 24 hour seven days a week environmental conditioning (AC), power, security, grounding and bonding, and access by maintenance personnel.

C. Distribution Panel for Retrofits

1. There may not be space for designated rooms when retrofitting a building. In these cases sufficient cabinet space is to be designed to house the TR's and DP's requirements. This panel shall consist of either a floor standing or wall mounted cabinet. This cabinet shall be secured, vented, grounded, enclosed, and provide access to all its interior. All cabinets within the same campus shall be keyed alike. All cable terminations, equipment mounting, and necessary power outlets shall be contained within the cabinet. Hinged doors should be used unless approved by BCPS Education Technology Services Department in writing.

2. Non secure rooms must use cabinets whether new or retrofit construction.

D. Distribution Pathway System

1. A conduit system is the preferred method for protection of the wiring system. This is required for use in all grade or below grade level concrete slabs and for inter-building distribution. All wiring between the ER and TRs must be run in metal conduit and make accommodations for the use of fiber optic cabling such as minimum bend radius with a minimum number of bends in compliance with BICSI Standards. Where suspended ceilings are available, the design of the horizontal distribution cable system from the TR to workstations may use a cable tray to support the main length of the cables. Refer to Section 16114 for preferred cable tray type. The wire from wall stub-ups to the tray would then be installed using conduit, J-hooks, and/or cable tray attached at a maximum of every 5 feet for support.

E. General ER/TR Requirements

All minimum requirements are based solely on the needs of the Voice, Data, Video systems. Additional space, electrical, etc. requirements may be needed as other low voltage systems are added to the rooms.

1. The ER / TR are interconnection points between the wiring backbone and the horizontal wiring to the workstations within a building. The ER is the origination point for all TR wiring backbone termination points. The ER/TR is to contain only equipment related to data, voice, and video distribution and/or other low voltage wiring systems.
2. The ER/TR's are not to serve as storage or janitorial rooms. Water pipes and mechanical rooms/areas are not to be used as ER / TR facilities. Security should be provided for the ER/TR through the use of locking hardware and/or door contacts.

F. Room Size and Locations

1. The ER should be located with consideration for service entrances and campus distribution. The ER/TR shall be sized to accommodate all necessary cabling and equipment for the area to be serviced. A minimum size of 15 x 15 feet should be allowed for the ER inside room dimensions. TR room size will vary depending on the number of racks required for the area being served. Communication Closet (CC or TR) shall be a minimum of 8 x 8 feet when housing 1 – 2 rack, 10 x 10 feet when housing 3 racks and at least 15 x 15 feet for over 3 racks. Locate room so that NO properly installed cable run to the workstation outlets exceed 250 feet. Coordinate with the project RCDD and BCPS Information & Technology Services Department for the actual size requirements.
2. All backbone interconnections between ERs/TRs, DPs, Portable TRs, etc. shall be hard piped using appropriately sized conduit.
3. Design Drawings must indicate the associated ER/TR/DP for each CO (communication outlets) (include FISH number in label).

G. Room Finishes

1. Floor: The floor of the ER/TR shall be smooth and free of cracks, crevices and dust and capable of supporting a 250 pound per square foot load. VCT anti-static flooring is to be used and carpet is not acceptable.
2. Walls: All walls shall be covered using 8' x 4' x 3/4" fire retardant marine grade plywood backboards installed on end, from near floor to near

ceiling. Plywood shall be painted light gray using fire retardant paint. Leave all plywood grade stamps exposed.

3. Ceilings: DROP CEILINGS shall be installed in any ER/TR. Finished ceilings are required. A 9'-0" or higher ceiling is desirable. There shall be NO roof penetrations or water pipes above the ER/TR.

4. Windows: No windows, louvers, or access panels are to be in the ER/TR.

5. Doors: A 3'-0" x 6'-8" minimum door is required. Doors should be metal or solid core wood with lockable hardware and meet ADA requirements.

H. ER/TR Electrical

1. Provide standard convenience outlets as required by code. Double duplex outlets shall be installed on the lower left quadrant of each systems individual backboard. Each ER should also be equipped with 2-120V outlets (NEMA L5-30R receptacle) behind each server cabinet and 1-120V outlet (NEMA L5-30R receptacle) behind each rack each on a dedicated circuit. Each TR should have 1-120V outlets and 1-120V outlet (NEMA L5-30R receptacle) behind each rack on a dedicated circuit. All other receptacles in these rooms shall be 120 volt, 20 ampere outlets NEMA 5-20R. Each double duplex receptacle should be on its own 20 Amp breaker. Refer to Section 2A-7 Electrical Design Criteria for emergency power requirements. Each server cabinet shall have 2 dedicated 30 Amp circuits with a NEMA L5-30R receptacle. All outlets in the ER should be on emergency power from the generator. Two quad outlets in the TR should be on emergency power from the generator.

I. Grounding

1. See Specification Section 16060 on Grounding

J. ER/TR Room Temperature and Humidity

1. The HVAC system shall be designed to ensure that the room ambient temperature shall be maintained 24hrs x 7days (24x7) between 55° F and 78 ° F. Relative humidity shall not exceed 40 percent. Any required cooling shall accommodate an internal 50 watt minimum per square foot heat load generated within the ER/TR. Provide a thermostat for each room.

2. Any HVAC unit used to maintain the above requirements shall either be a split air unit installed above the door of the TR or preferably outside the ER/TR itself and ducted into the room to provide the required environment.

K. ER/TR Fire Stopping and Extinguishers

1. All entry paths into the ER/TR shall be properly firestopped allowing for addition and subtraction of cables to be made without removal of the existing system. If 4" conduit is used then an approved UL system must be used.

2. A portable carbon dioxide fire extinguisher shall be provided and maintained within the ER/TR or as close as practical to the entry or exit. Avoid water based fire suppression intrusion.

L. Cable Raceway (cable tray) and Racks

1. Cable tray raceway to comply with SBBC Specification Section 16114 shall be installed around the perimeter of the ER/TR. Cable tray is to be installed as high as possible to make maximum use of the backboard and to coordinate with conduits entering the ER/TR. The tray is to be used to distribute cables from point of entry to the designated termination points. Install all necessary manufacturer sweeps to maintain proper bend radii. If tray is greater than 9" from the cableway connections, install tray to floor rack to act as a support. Use plastic innerduct to protect all fiber cable within the room. Cable tray shall comply with Specification Section 16114. Racks are to be installed in the ER/TR to support the communications patch panels and equipment. Open rack systems are to be 19' wide industry standard by 7' high. Allow a minimum of 16 sq. ft. for each rack in a 2' x 8' configuration (Racks use a minimum 2' x 2' area plus there must be 4 feet of clear work area in both the front and back of installed electronics to meet code requirements). Equipment is to be mounted in racks. All cable trays and rack systems must be properly grounded. Rack systems must have all necessary vertical and horizontal wire management components installed.

M. Patch Panel Layouts

1. Patch panel layouts are important in that they determine the amount and quantity of racks required for an ER/TR. Quantity of racks directly affects the size of any ER/TR. Patch panel designs need to be sized to accommodate a 20% growth factor. Patch panels for all horizontal wiring are to be arranged by color - Blue, Green, Purple, Yellow. Each communication outlet will be terminated in a series of four patch panels each of which has only one color. This schema will allow for the termination of cabling from a single four-port communication outlet into the same port number across the series of four patch panels. This will facilitate a port identification plan under which each CO will be identified with a single port number, and individual jack outlets will be identified by color (Blue, Green, Purple, Yellow). Color port identification must be done using color icons.

2. One rack should be designed to accommodate the voice patch panel at the top of the rack.

3. Horizontal wiring patch panels shall be equally distributed on the remaining racks beginning on the top of the racks.

4. Designers need to include Patch Panel Schedules on the drawings. Contractors need to verify schedules and update if there are any additions or subtractions during the project. Updates need to be approved by BCPS Education Technology Services Department.

N. Rack Configuration

1. Quantity:

To calculate the number of Horizontal Station Wiring Racks that are required in a TR, contractors are required to use following quad-jack to rack ratios:

39 - 78 Quad Jacks require 1 rack with four 96 port patch panels
(see schema below)

1 - 38 quad jacks require 1 rack with four 48 port patch panels (see
schema below)

Contractors are required to install the 96 port panels in every instance possible, and only install the 48 port panels when the quantity of quad jacks being supported falls below 38. If, for example, a TR supports the termination of 100 quad jacks, the contractor would need to install one rack with 96 port patch panels and one rack with 48 port patch panels.

This same formula applies to installing racks in the ER. However, the ER also required one Chatsworth Server Cabinet (as specified elsewhere in the design documents), and one extra rack designed to contain head-end voice systems, WAN equipment, etc.

2. Rack Location:

Rack placement in ER or TR communications closets must be done so that at least 4' of open space exists between the back of the racks and the wall behind them. There must also be at least 36 inches of space around either of the two (or both) ends of the rack array to allow access to the area behind the racks. Racks also must be positioned at least three feet from any door opening.

3. Rack Layout:

Each 7 foot TR or ER Horizontal Station Wiring Rack should be set up according to the layout schema below when the number of quad jacks falls between 39 and 78:

Wire management (2u)
96 Count High Density Blue Patch Panel (4u)
Wire management (2u)
96 Count High Density Green Patch Panel (4u)
Wire management (2u)
96 Count High Density Purple Patch Panel (4u)
Wire management (2u)
96 Count High Density Yellow Patch Panel (4u)
Wire management (2u)
Remote (2u)
Fiber WIC (2u)

Space for Network Electronics (4u)
Space for UPS (2u)
OPEN

Each 7 foot TR or ER Horizontal Station Wiring Rack should be set up according to the layout schema below when the number of quad jacks falls between 1 and 38:

Wire management (2u)
48 Count High Density Blue Patch Panel (2u)
Wire management (2u)
48 Count High Density Green Patch Panel (2u)
Wire management (2u)
48 Count High Density Purple Patch Panel (2u)
Wire management (2u)
48 Count High Density Yellow Patch Panel (2u)
Wire management (2u)
Remote (2u)
Fiber WIC (2u)
Space for Network Electronics (4u)

Space for UPS (2u)
OPEN

O. Cableway Connections

1. The ER shall be connected to the cableway for routing of communications from other TR rooms and the user outlets. All backbone cabling must be enclosed in conduit. Horizontal cableway connection into the ER/TR may be provided by cable raceway or conduit nipple through the ER/TR wall toward the ceiling raceway system
2. One 4" conduit nipple shall be provided for every 25 CO (4 ports per CO) served. A minimum of two 2" conduit nipples shall be provided for every TR located on the same floor as the ER and for every TR located on other floors or buildings that will be interconnected with this ER.

P. Distribution Panels

1. The backbone cable raceway and grounding requirements also apply to DP wall mount cabinets.
2. If wall mount cabinets (DPs) are used in lieu of a TR then all equipment mounting and cable terminations will be accomplished within the cabinet. Cabinet is to be installed to a 8' by 4' by ¾" marine grade plywood backboard finished in light grey flame retardant paint.
3. Wall mount cabinets (DPs) used in lieu of a TR, shall have the grounding system connected to the cabinet frame.
4. Doors on wall mount cabinets (DPs) used in lieu of TRs shall provide access to all internal equipment and cable terminations. Door access for the DP shall be hinged, locking type to provide full access to the interior of the cabinet and its components.
5. Double duplex outlets shall be installed on the lower left quadrant of the backboard of the DP. All receptacles should be 120 volt, 20 ampere outlets NEMA 5-20R. Each double duplex receptacle should be on its own 20 Amp circuit.

Q. Cabling Distribution Requirements

1. Inter-building Backbone Wiring
 - a) Two 2 inch conduits home run from the ER to each TR
 - b) Multimode fiber optic cable with a minimum of 12 50/125 micron fibers (Data)
 - c) 12 pair Black Gel-filled voice grade cable to each TR. Terminate, protect and ground on 66 type blocks, then a tie should be made to the rack patch panel(s). Terminate 1 or 2 pairs per jack depending on the phone system requirements. *Each TR interconnection shall be sized according to the minimum needs of one telephone line per classroom and one per administrative outlet.*

Note: All copper cabling requires grounded lightning protection devices at both ends of each pair of wires.

2. Intrabuilding Backbone Horizontal Wiring

- a) Two 2 inch conduits home run from the ER to each TR
- b) Multimode fiber optic cable with a minimum of 12 50/125 micron fibers (Data)
- c) 12 pair Black Gel-filled voice grade cable to each TR. Terminate, protect and ground on 66 type blocks, then a tie should be made to the rack patch panel(s). Terminate 1 or 2 pairs per jack depending on the phone system requirements. Each TR interconnection shall be sized according to the minimum needs of one telephone line per classroom and one per administrative outlet.

Note: All copper cabling requires grounded lightning protection devices at both ends of each pair of wires.

3. Intra building Horizontal Wiring

- a) 6 (minimum) Four Pair, 24 AWG, Category 6 data grade UTP cables (Data, Voice) per classroom separated out to two drop locations.
- b) 2 (minimum) Four Pair, 24 AWG, Category 6 data grade UTP cables (WAP/ Projector) per classroom and other locations as specified.
- c) 4 (minimum) Four Pair, 24 AWG, Category 6 data grade UTP cables (Data, Voice) per office outlet location.
- d) Refer to Division 17 for detailed specifications.

III. CABLE REQUIREMENTS

A. General

- 1. Plenum cable shall be required whether or not the suspended space is return air plenum, except where the installation uses fully enclosed conduit systems.
- 2. The wiring systems specified in these guidelines are based on the requirements of ANSI/TIA/EIA 568-B, as reflected by the BICSI design manuals for horizontal premise wiring. All products must be UL listed and meet applicable local and State codes.

B. Fiber Optic Cable

- 1. Fiber optic cable must be used for the data system inter building and intra building backbone wiring. This includes all ER to TR/DP wiring. All fiber optic cabling must be Indoor/Outdoor Optical Fiber Non-Conductive Plenum (OFNP) Loose Tube with Extended Bandwidth 10 Gigabit Laser Optimized 50/125 Optical Fibers, unless specifically approved by BCPS Education Technology Services Department. A minimum of 12 strands shall be used for all backbone cables. All fibers must be terminated and contain no breaks. Cables that provide additional fibers to replace defective fibers are not permitted.

C. Copper Cable

- 1. The horizontal wiring from the ER, TR, and/or DP to the workstation outlets is to be 24 AWG four (4) pair unshielded twisted pair (UTP). The

UTP cable used must be certified ANSI/TIA/EIA Category 6 or better. The UTP cable used must meet NFPA 262-1985 and UL 910 standards and be marked CMP or Plenum (UL).

IV. Patch Panels

A. Patch Panels will be used in the ER, TR and DP to terminate all horizontal wiring. The panels used to administer the system shall be RJ-45 modular in the front to IDC (110) in the back. The panels shall perform to Category 6 standards and be wired per ANSI/TIA/EIA 568B.

V. Communications Outlet

A. Outlets shall be provided in configurations of one, two, or four modular jacks installed as required. All faceplates shall be completed with the appropriate number of jacks and blanks. The quad outlet in each instructional area shall be located by the teacher's work station. The dual outlet in each instructional area shall be located in the student computer area. The other dual outlet in each instructional area shall be mounted on the wall above the ceiling above the teacher's work area to be used for WAP/Audio/Visual.

B. When used for data, all wall outlet boxes, baseboard raceways and modular office partition feeds shall at least be stubbed into the ceiling with 1-inch minimum conduit, which has been reamed and bushed.

C. (Retrofits) - The CO (communications outlet) should be recessed into the wall whenever possible. When this is not possible surface mounting may be done. The CO should then be installed in surface mounted raceway or directly into modular furniture.

D. Communications Power Outlets

1. Panel Surge Protector: Conform under provisions of Section 16415 – Transient Voltage Surge Suppressors. Surge protection must be provided at branch circuit computer panels or any panel where a computer circuit is being fed from.

2. Outlets: 20A-125V-3W, where surge protection cannot be provided at the panel listed above, provide a dedicated/surge suppression duplex receptacle. Outlet covers for all computer receptacles must be gray in color and specification grade. The laptop charging cart outlet covers shall royal blue in color and specification grade.

3. Power Back Up: Power back up for the communications equipment shall be provided via the school's main generator. Communications equipment includes, but is not limited to: communication's rack, main telephone system, network equipment and school's servers. Each one of these systems shall be provided with a UPS (not in contract) to support the equipment during power outages and allow for the transfer time to the main generator. The UPS will then serve as a filter for the generator power.

4. Electrical Outlet Requirements:

a) One (1) duplex outlet for each communication port, unless port is designed for voice use only.

- b) One (1) duplex outlet for the printer (does not need to be surge suppressed).

5. Circuitry:

- a) Provide one (1) dedicated electrical panel. Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-125V circuit for every two (2) quadruplex of power provided. Each circuit must consist of one (1) phase conductor, one (1) neutral and one (1) grounding conductor.
- b) Connect the grounding conductor to the ground bar in the computer panel.
- c) Computer circuits and non-computer circuits shall not occupy the same conduit.

6. Circuit Requirements:

- a) Feed each circuit from a dedicated computer panel.
- b) Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers.
- c) Surge protect the panel, conform to SBBC Section 16415 – Transient Voltage Surge Suppressors.

7. General Classrooms

- a) Two (2) duplex outlets on wall opposite to teaching wall with royal blue covers for the connecting of lap top charging carts. Refer to “Instructional Spaces – Typical Layout Detail” for location and type of outlets.
- b) One (1) duplex outlet for the printer (does not need to be surge suppressed).
- c) One quad outlet on wall opposite to teaching wall for connection of student computer.
- d) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-125V circuit for every three (3) quadruplex of power provided. Each circuit must consist of one (1) phase conductor, one (1) neutral and one (1) grounding conductor. Refer to “Instructional Spaces – Typical Layout Detail” for classroom circuitry.
- e) Connect the grounding conductor to the ground bar in the computer panel.
- f) Computer circuits and non-computer circuits shall not occupy the same conduit.
- g) One circuit per typical classroom for communication outlets. Refer to “Instructional Spaces – Typical Layout Detail” for the number of circuits and outlets required per typical classroom.
- h) Feed each circuit from a dedicated computer panel.

- i) Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers.
- j) Provide one (1) duplex outlet in the ceiling location of the media projector as specified in Section XI (21st Century Classroom).

8. Media Center

Special Floor Outlets:

- a) Provide one floor box for 4 (four) computers. Each floor box shall contain 4 duplex power receptacles, two dual voice/data outlets.
- b) Refer to Standard Floor Box detail for installation, size and conduit routing.
- c) Floor boxes are a 6 (six) gang floor box and be UL listed for the type of floor covering installed in the room.
- d) One (1) duplex outlet for each communication port, unless port is designated for voice use only.
- e) One (1) duplex outlet for the printer (does not need to be surge suppressed).
- f) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-125V circuit for every two (2) quadruplex of power provided. Each circuit must consist of one (1) phase conductor, one (1) neutral and one (1) grounding conductor.
- g) Connect the grounding conductor to the ground bar in the computer panel.
- h) Computer circuits and non-computer circuits shall not occupy the same conduit.
- i) Feed each circuit from a dedicated computer panel. Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers. Surge protect the panel, conform to SBBC Section 16415 – Transient Voltage Surge Suppressors.
- j) Provide one (1) duplex outlet in the ceiling location of the media projector as specified in Section XI (21st Century Classroom).

9. Science Lab Classrooms and Specialty Classrooms

- a) Teacher's Demo Table: Provide a quad of power and single gang outlet for voice/data connection. Locate outlets on the demo table side attached to the teacher's work table. Outlets shall be accessible to the teacher's work station 6" above the top of the work table.
- b) Two (1) duplex outlets on wall opposite to teaching wall with royal blue covers for the connecting of lap top charging carts. Refer to "Instructional Spaces – Typical Layout Detail" for location and type of outlets.

- c) One (1) duplex outlet for the printer (does not need to be surge suppressed).
- d) One quad outlet on wall opposite to teaching wall for connection of student computer.
- e) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-125V circuit for every three (3) quadruplex of power provided. Each circuit must consist of one (1) phase conductor, one (1) neutral and one (1) grounding conductor. Refer to "Instructional Spaces – Typical Layout Detail" for classroom circuitry.
- f) Connect the grounding conductor to the ground bar in the computer panel.
- g) Computer circuits and non-computer circuits shall not occupy the same conduit.
- h) Feed each circuit from a dedicated computer panel.
- i) Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers. Surge protect the panel; conform to SBBC Section 16415 – Transient Voltage Surge Suppressors.
- j) Provide one (1) duplex outlet in the ceiling location of the media projector as specified in Section XI (21st Century Classroom).

10. Teacher Planning (NEW CONSTRUCTION AND REMODELING ONLY)

- a) Provide one (1) duplex outlet for each communication duplex outlet.
- b) Provide one (1) quadruplex of power for common area communication outlet. If the school is a wireless school, then laptop charging stations will be provided.
- c) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-125V circuit for every three (3) quadruplex of power provided. Each circuit must consist of one (1) phase conductor, one (1) neutral and one (1) grounding conductor.
- d) Connect the grounding conductor to the ground bar in the computer panel.
- e) Computer circuits and non-computer circuits shall not occupy the same conduit.
- f) Feed each circuit from a dedicated computer panel.
- g) Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers. Surge protect the panel; conform to SBBC Section 16415 – Transient Voltage Surge Suppressors.

11. Kitchen Area

- a) Provide one (1) quadruplex for communication quad outlet in cafeteria manager office.
- b) In the kitchen serving area provide one 20A-120 volts duplex outlet per cash register.
- c) Ensure cash registers are connected to the dedicated circuit. Receptacles shall be located 18" AFF when located in a pedestal and 36" AFF when wall/cabinetry mounted. For all pedestal mounted devices provide in-use WP covers.

12. Administration Suite

- a) Electrical Outlet Requirements: One (1) quadruplex outlet for each communication quad outlet.
- b) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-125V circuit for every three (3) quadruplex of power provided. Each circuit must consist of one (1) phase conductor, one (1) neutral and one (1) grounding conductor.
- c) Connect the grounding conductor to the ground bar in the computer panel.
- d) Computer circuits and non-computer circuits shall not occupy the same conduit.
- e) Feed each computer circuit from a dedicated computer panel.
- f) Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers. Surge protect the panel; conform to SBBC Section 16415 – Transient Voltage Surge Suppressors.

13. Elementary School Multipurpose Dining (Cafetorium)

- a) Provide one (1) duplex outlet for each communication duplex outlet.
- b) Provide one (1) quadruplex of power for common area communication outlet. If the school is a wireless school, then laptop charging stations will be provided.
- c) Connect the grounding conductor to the ground bar in the computer panel.
- d) Computer circuits and non-computer circuits shall not occupy the same conduit.
- e) Feed each circuit from a dedicated computer panel.
- f) Provide panel with required capacity to feed the actual computer requirements plus 20 percent additional spare capacity to serve future computers. Surge protect the panel; conform to SBBC Section 16415 – Transient Voltage Surge Suppressors.
- g) Provide one (1) duplex outlet in the ceiling location in front of the stage area for a media projector as specified in Section XI (21st Century

Classroom). This media projector shall also have a media cabinet located in the stage area.

14. Remodeling Projects

Where providing a new feeder for the computer panel is not possible, the following will be permitted.

- a) In the existing panel serving the area under consideration, provide 3-pole breaker and sub-feed a new panel.
- b) Provide surge protection for the new panel as per SBBC Section 16415 – Transient Voltage Surge Suppressors. Engineer of Record: Prepare design documentation indicating all necessary load summary analysis feeder sizing and panel schedule of the existing and new panels.
- c) All documents shall be reviewed by SBBC Design Services and SBBC Building Department.

15. Renovation Jobs

- a) Connect the computer outlet circuits to a dedicated panel instead of connecting to the electrical panels, which may serve other loads.
- b) If providing a new feeder for the computer panel becomes an impossibility, the following alternate could be considered:
 - (1) In the existing panel serving the area under consideration, provide a three (3)-pole breaker and sub-feed a new panel next to it. Provide surge protection for the new panel as per SBBC Section 16415 - Transient Voltage Surge Suppressors. Engineer of Record: Prepare design documents indicating all necessary load summary analysis feeder sizing and panel schedules of the existing and new panels.
 - (2) All documents shall be reviewed by SBBC Design Services and SBBC Building Department.

VI. Workstation Outlets Locations

- A. The workstation outlet (WO) is the combination of the communications outlet (CO) and the power receptacles (PR). Connections are accomplished using communications jacks and electrical plugs.
- B. Each workstation location shall have a WO within three feet.
- C. Every user area shall include a minimum of one WO. When determining the location of outlets, alternate room arrangements that would meet instructional and/or office needs should also be considered during design. (Retrofit only: Long areas designated as workstation areas may be served using dual channel divided raceway (UL listed) with PR and CO located as needed.)

VII. Wireless Overlay Design - Basic WAP/Audio/Visual Digital Classroom (ceiling mounted projector) Design Guidelines

- A. All wiring of wireless access point locations shall be done using a minimum of two (2) Cat6 cables terminated in a dual CO. All access point wiring shall terminate in the TR on specially designated patch panels used for wireless cable termination exclusively.
- B. All cabling for Access Points shall be done following all District standards. All identification of the cable shall be similar to labeling for standard outlets or floor boxes.

VIII. Telephone System

- A. New Site
 - 1. Wiring for the telephone system from the ER, TR or DP to the WO in the user areas is accomplished as part of the horizontal wiring. ER, TR or DP's are to be interconnected using a minimum 12 pair Category 3 or Gel-filled Black voice grade cable. Designs for telephone systems must include a dedicated 120V-20A circuit behind the voice systems rack in the ER.
- B. Classroom/Administrative Addition
 - 1. Wiring for the telephone system from the ER, TR or DP to the WO in the user areas is accomplished as part of the horizontal wiring. The RJ11 plugs of the telephone instruments will connect to the RJ45 type jack in the WO at the locations selected by the school. ER, TR or DP's are to be interconnected using a minimum 25 pair Category 3 or Gel-filled Black voice grade cable. Each TR interconnection shall be sized according to the minimum needs of one telephone line per classroom and one per administrative outlet.

IX. PORTABLES/RELOCATABLE BUILDING

- A. Interbuilding wiring distribution shall follow the design and installation standards. Fiber optics shall be used for data services. Lightning protection devices are required at each end of the cable where copper cabling is provided.
- B. Provide one box 24"x24"x6" waterproof NEMA rated junction box next to the system boxes on the exterior of the relocatable to be used for technology with 2-2" and 1-3" conduit penetration into the relocatable to be terminated in a 12"x12"x4" junction box.
- C. All wireways shall be installed the length of the portable, NOT across the division seam. Conduits which must cross the seam shall be installed so as to allow for easy disconnects at the seam locations.
- D. Typical Cable Routes To Portable From Permanent Building
 - 1. Single Portable Installation
 - a) For a single portable installation where the communication outlets in the portable are located within 250 linear feet of the existing TR, a dedicated 2" PVC conduit from the ER to the portable networking junction box shall be required.

E. Multiple Portable Communications Closet Installation

a) If more than one portable is installed exceeding the 250-ft. limit, one of the portables will be designated as a telecommunications room (TR), distribution panels (DP). If portables are located in a cluster, the center portable is to be established as a TR. This TR will serve the additional portable classrooms within the 250-ft. limit of the TR. The TR portable shall have a 2" conduit home run back to the ER for communications wiring. The communications networking conduits from the TR portable to all of the associated cluster portables are to be home-run routed in a star topology configuration and not of a series design from portable to portable.

F. The standard maximum number of ports served from the portable TR/DP will be 48 quad communication outlets or 192 ports. For example, this can accommodate up to 12 standard classroom portables if the location of the communication outlets within the classroom portables does not exceed the 250-ft. limitation. The 250 foot limitation is defined as the total distance of the cable run from CO to the TR.

G. Type of Cable from ER to Portable TR/DP

1. The type of cable used for communications networking from ER to Portable TR shall be one (1) 12 strand 50/125 μ m multimode optical fiber cable and appropriately sized black, gel filled category 3 voice grade cable. Cable and cable installation must meet all appropriate specifications of Electronic Industries Association / Telecommunications Industry Association (EIA/TIA) Commercial Building Telecommunications Cabling Standard 568 B and EIA/TIA TSB 40-A or newer standards as outlined in the BICSI (Building Industry Consulting Service International) standards manual.

H. Type of Cable from Portable TR to Other Portables

1. The type of cable used for communications networking from portable TR/DP to other portable shall be lightning and surged protected, gel filled, category 6 unshielded twisted pair (UTP) copper cable which meets the specifications as stated above.

I. Portable Installation

1. Portable Communication Equipment Room

a) If the portable does not have a permanent structure on site, then one of the portables will be designated as a ER. This portable will require additional space for the ER to accommodate the necessary communication racks for data and voice systems. The amount of space required for the ER will be determined in design.

2. Conduit Infrastructure

a) This portable will be the center of the star topology configuration for the communications infrastructure. All other TR/DP portable conduits will be home run to the ER portable. All manhole conduit ends and network junction boxes must be clearly marked with non-permeable paint for route designations and have protective bushings or bell ends.

3. Local Exchange Carrier Demarcation Conduit

- a) All new portable sites will require coordination of Local Exchange Carrier entrance cable facilities. The coordination will be done by the Facilities Telecommunications Coordinator in accordance with the specifications detailed in Project Design Overview #15.

J. Typical Cable Routes and Typical Trench Detail for a Portable Site

1. Conduit sizes required for communications wiring

- a) For a single portable or one TR portable, a 2" conduit is needed from permanent building ER to portable.
- b) For three to four TR/DP portables, a 3" conduit is needed to a distribution manhole from the permanent building ER with individual 2" conduit to each TR portable from manhole location.
- c) If more than four TR/DP portables are required, additional conduit will be necessary.

K. Typical Networking Infrastructure within Portable

1. General Modular and Recolatable Classrooms without Communications Closet

- a) All conduits from TR/DP portable shall be home run, stubbed to an exterior mounted weatherproof 12" x 12" x 4" NEMA rated junction box.
- b) Penetrating to the interior of the modular will be a 2" sleeve terminating in an interior 12" x 12" x 4" metal networking junction box. This junction box will be located 6" above finished floor. A 1" conduit home-run from each CO to the 12x12 interior junction box.
- c) In portable classrooms, for each designated communication outlet location, install 1 (one) 1" conduit stubbed out from top of interior networking junction box into the ceiling space or run below floor decking to a 4"x4"x2-1/4" junction box with single gang mudring.

2. General Portable Classroom or Lab with Communications Closet

- a) All conduits from TR/DP portable shall be home run, stubbed to an exterior mounted weatherproof 24" x 24" x 6" networking junction box.
- b) The TR/DP location requires a 4-ft. x 6-ft. floor space allocated for a communication equipment rack and backboard. Behind the rack location provide an electrical quadruplex outlet in a standard 1900 back box, one 20A-120V dedicated surge protected circuit. All conduits and rack shall be supplied with a bonded ground with a #6 dedicated ground wire run to the building's electrical service ground and ground rod where supplied.

L. Portable Networking Guidelines

1. General Portable Classrooms

a) Electrical Outlet Requirements:

- (1) One (1) quad outlet receptacle for each communication outlet.

(2) Circuitry:

(a) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-120V circuit for every two (2) quadraplex of power provided. Each computer circuit shall have one (1) dedicated hot conductor, one (1) dedicated neutral conductor and a common equipment ground.

(3) Circuit Requirements:

(a) One or more circuits per typical classroom for communication outlets.

(b) Surge protect the panel; conform to SBBC Section 16415 Transient Voltage Surge Suppressors.

(4) Typical Minimum Amperage Requirements:

(a) Computer workstation – 4 amps per workstation

(b) Laptop – 2 amps

(c) Printer – 6.5 amps

(d) Total amperage required determined by the total number of devices in portable.

b) Communication Outlets: Provide a minimum of three (3) 1-inch empty EMT conduits for general classroom. One (1) of the conduits must be located by the teacher workstation and one must be located for use with wireless access port. If conduits are unable to be recessed in wall, then conduits will be mounted externally and secured to wall. Conduit ends must be protected by nylon bushings and include pull strings. (Conduit denotes clear raceway with pull string). Conduits must be grounded per NEC.

(1) Typical Classroom Equipment:

(a) One (1) laptop (Teacher)

(b) One (1) printer

(c) One (1) telephone

(d) One (1) Wireless Access point

2. Computer Lab Portable Classroom

a) Electrical Outlet Requirements:

(1) One (1) quad receptacle for each communication outlet

(2) Circuitry:

(a) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-120V circuit for every two (2) quadraplex of power provided. Each computer circuit shall

have one (1) dedicated hot conductor, one (1) dedicated neutral conductor and a common equipment ground.

(3) Surge protect the panel; conform to SBBC Section 16415 Transient Voltage Surge Suppressors.

(4) Typical Minimum Amperage Requirements:

(a) Computer workstation – 4 amps per workstation

(b) Laptop – 2 amps

(c) Printer – 6.5 amps

(d) Total amperage required determined by the total number of devices in portable.

3. Administrative/Special Purpose Portable

a) Electrical Outlet Requirements:

(1) One (1) quad receptacle for each communication outlet.

(2) Circuitry:

(a) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-120V circuit for every two (2) quadraplex of power provided. Each computer circuit shall have one (1) dedicated hot conductor, one (1) dedicated neutral conductor and a common equipment ground.

(3) Circuit Requirements:

(4) Surge protect the panel; conform to SBBC Section 16415 Transient Voltage Surge Suppressors.

(5) Typical Minimum Amperage Requirements:

(a) Computer workstation – 4 amps

(b) Printer – 6.5 amps

(c) Total amperage required determined by the total number of devices in portable.

(6) Communication Outlets: Provide a minimum of one (1) 1-inch empty EMT conduits per staff member. Conduits shall extend from a 4"x4"x2-1/4" junction box with single gang mudring 18" above finished floor to TR/DP backboard or to internal networking junction box. If conduits are unable to be recessed in wall, then conduits will be mounted externally and secured to wall. Conduit ends must be protected by nylon bushings and include pull strings. (Conduit denotes clear raceway with pull string). Conduits must be grounded per NEC.

b) Typical Administrative Equipment:

- (1) One (1) computer workstation per staff
- (2) Printer – number of printers may vary in portable
- (3) Telephones

4. Cafeteria/Dining Portable (Refer to Educational Specifications for Food Service)

- a) Provide one (1) quadraplex for communication quad outlet in cafeteria manager office.
- b) In the kitchen serving area provide one 20A-120 volts duplex outlet per cash register and provide one network port per cash register device.
- c) Circuitry:
 - (1) Provide dedicated surge protector for the electrical panel. Provide one (1) 20A-120V circuit for every two (2) quadraplex of power provided. Each computer circuit shall have one (1) dedicated hot conductor, one (1) dedicated neutral conductor and a common equipment ground.

X. AUDIO/VISUAL DIGITAL CLASSROOM (Refer to “Instructional Spaces – Typical Layout Detail.)

AV OUTLETS

- a. Each instructional space shall be provided with a complete classroom Audio/Visual switching and control system with a voicelift system.
- b. Electrical Outlets shall be provided in the ceiling tile for ceiling mounted projector, wall at projector location if wall mounted projector and at instructional location. Each location shall provide a quad power outlet
- c. All connection outlets shall be provided in a four input configuration. All outlets shall be configured with SBBC standard outlined below. The AV connection outlets are to be located by teacher work area.
- d. All AV wall connection outlets must be stubbed up in the ceiling with a minimum of 1-inch conduit, reamed and bushed.
- e. (New Construction) The AV Outlets shall be recessed into the wall. When this is not possible, surface mount outlets may be done. In each instructional area the AV location shall be provided with two double gang boxes for connection plates and one double gang for Media controller
- f. (Retrofits) The AV Outlets should be recessed into the wall whenever possible. When this is not possible, surface mounting may be done. The AV Outlet should then be installed in surface mounted raceway or directly into modular furniture. In each instructional area the AV location shall be provided with two double gang boxes for connection plates and one double gang for Media controller.
- g. Each instructional space shall be provided with laptop charging outlets located on the wall opposite to the teaching wall. There shall be two duplex outlets each on a separate circuit (royal blue in color) and one quad outlet (gray in color). The royal

blue duplex outlets shall be for the connection of the charging carts (NIC) and the gray quad outlet is for the connection of a computer workstation (NIC).

- h. Each instructional space shall be provided with a projector (NIC). The consultant shall coordinate the projector location with the luminaires. The row of luminaires where the projector is located shall be controlled by one of the light switches.
- i. All conductors shall be pulled for rough-in inspection.

For Audio/Visual Digital Classroom infrastructure, refer to the schematic drawing for all junction boxes, conduits and room location/deployment arrangement. Associated cabling requirements are noted below:

WALLVAULT DIGITAL WVS 410D							
WVS WALLVAULT SYSTEM INCLUDES THE ITEMS BELOW AS A COMPLETE BUNDLE.							
<i>When ordering a WallVault system the items below are SBBC standard configuration, however there may be applications that only require a WVS 210D, two input system</i>							
WALL PLATE CONNECTION				CABLE TYPE			
MFG	Part #	QTY	DESCRIPTION	CABLE QTY	MFG	Part #	DESCRIPTION
EXTRON	60-1335-03	2	PVT SW HDMI RGB D	2	EXTRON	26-696-35	STP 201P 35'
EXTRON	60-818-03	1	MLC 104IP PLUS	1 EACH	EXTRON	26-621-50	MLC IR 50'
EXTRON	FF120	1 PAIR	FLAT FIELD SPEAKERS	2	EXTRON	26-262-50	MLC PW 50'
EXTRON	60-1235-01	1	PVS 405D SWITCHER	1	EXTRON	26-627-35	35' SPEAKER CABLES
EXTRON	70-1030-03	1	WMK 160 WALL MOUNT AV ENCLOSURE		EXTRON	26-667-03	PLENUM HDMI PRO 15'
EXTRON	70-619-01	1	PRIORITY PAGE SENSOR	1	EXTRON		35' PLENUM SENSOR CABLE
EXTRON	42-39-11	1	VLM 2000H VOICELIFT MICROPHONE KIT				

POLEVAULT DIGITAL PVS 400D							
PVS CEILING POLEVAULT SYSTEM INCLUDES THE ITEMS BELOW AS A COMPLETE BUNDLE.							
<i>When ordering a PoleVault system the items below are SBBC standard configuration, however there may be applications that only require a PVS 210D, two input system.</i>							
WALL PLATE CONNECTION				CABLE TYPE			
MFG	PART #	QTY	DESCRIPTION	CABLE QTY	MFG	PART #	DESCRIPTION
EXTRON	60-1335-03	2	PVT SW HDMI RGB D	2	EXTRON	26-696-35	STP 201P 35'
EXTRON	60-818-03	1	MLC 104IP PLUS	1 EACH	EXTRON	26-621-50	MLC IR 50'
EXTRON	FF120	1 PAIR	FLAT FIELD SPEAKERS	2	EXTRON	26-262-50	MLC PW 50'
EXTRON	60-1235-01	1	PVS 405D SWITCHER	1	EXTRON	26-627-35	35' SPEAKER CABLES
EXTRON	70-1034-03	1	PMK 560 POLEVAULT DIGITAL MOUNT		EXTRON	26-667-03	HDMI MICRO 3'
EXTRON	70-656-23	1	PCM 340 PROJECTOR DROP CEILING MOUNT W/ ADJUSTABLE POLE				
EXTRON	60-773-03	1	UPB 25 UNIVERSAL PROJECTOR MOUNTING BRACKET				
EXTRON	70-619-01	1	PRIORITY PAGE SENSOR	1	EXTRON		35' PLENUM SENSOR CABLE
EXTRON	42-39-11	1	VLM 2000H VOICELIFT				

			MICROPHONE KIT				
--	--	--	----------------	--	--	--	--

END OF SECTION