April 28, 2016

Dear Vendors, please read carefully,

Williamson County Schools will be applying for the Category 2 E-rate subsidy for Funding Year 2016 using the Tennessee Education Broadband Consortium Statewide Master Contract(s). In accordance with E-Rate rules that all equivalent product lines must be provided the opportunity to submit proposals, we are hereby re-bidding this project. WCS originally scheduled RFP #1032 opening for 10:30 am on Friday, April 29, 2016. Subsequently Addendum 1 was sent out on April 14, 2016 effectively changing/advancing the proposal opening date to Tuesday, April 26, 2016 at 10:30 am.

Unfortunately, we experienced a very low turnout for this original RFP opening on April 26. WCS solicited over 18 vendors for this project and received only 4 responses. This low participation has created some uncertainty with WCS as it appears there may have been confusion by shifting the opening date to a sooner time. In an effort to hopefully receive a greater number of responses for our E-Rate Project, WCS has rejected the previous original RFP #1032 and will be conducting a new RFP opening on Monday, May 16, 2016 at 2:30 pm. RFP e-mail proposals will open at this new time. Vendors are encouraged to bid or re-bid on this project at this time... If you previously bid on this project you will need to re-submit another proposal on Monday, May 16, 2016 before 2:30 pm.

Attached to this message is a list of the equipment and support for which we are seeking proposals, the list of equipment has not changed. This mini-bid specifically seeks proposals for Cisco Network Switch Equipment.

IMPORTANT NOTE: New Proposals are required to be submitted via e-mail no later than Monday, May 16, 2016 at 2:30 pm...NO proposals will be accepted after May 16, 2016 at 2:30 pm.

Please send all proposals to the following e-mail addresses:
Vicki Robbins, Assistant Finance Director vickier@wcs.edu
Skip Decker, Purchasing Agent skipd@wcs.edu

Any and all equipment and technical questions should be submitted via e-mail to: Phil Folmar, philf@wcs.edu

Proposals must be submitted in the attached Excel format, citing the proposer’s information at the top of each page. By submitting a TEBC Mini-Bid proposal, vendors are agreeing to the following statements/conditions:

- The quantities shown on the attachment are estimates. Williamson County Schools reserves the right to increase or decrease quantities as is needed to meet District needs.
- The equipment is itemized by E-rate Category. We prefer to award to a single vendor for all of the equipment listed in a single Category.
- Equipment support will be awarded to the vendor that is selected for the equipment. Vendors must have a valid E-rate SPIN number and must submit it with the proposal.
• Vendors must agree to provide discounted billing to the District, whereby the vendor submits a Form 474 invoice to USAC to seek reimbursement for the discounted share of the eligible costs.

• Vendor shall maintain copies of all proposals, correspondence, receipts, purchase orders, delivery information, memoranda and other data relating to Vendor’s equipment and services related to this procurement. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.

• In addition to the foregoing, the winning vendor must maintain and enforce an internal E-rate audit process that ensures that vendor complies with all E-rate program rules and regulations.

This process must include the following:

• Where labor is involved, maintaining detailed, signed individual timesheets
• Ensuring that ineligible charges are not submitted to USAC
• Ensuring that services or products are not provided to the Customer without the Customer’s express written permission or official purchase authorization
• Ensuring that all substituted products are Customer-approved prior to ordering
• Documenting that E-rate funded equipment/services were provided within the E-rate funding year
• Charging USAC for proper FRN(s)
• Ensuring that invoices are submitted to the Customer in a timely manner
• Maintaining fixed asset list of E-rate-supported equipment provided to the Customer with detailed information for each item (model number, serial number, product description) and made available to the Customer in electronic format upon project completion.

Thank you in advance for your proposal, WCS appreciates your participation.

Skip Decker
Purchasing Agent
Williamson County Schools
skipd@wcs.edu