

Addendum No. 1 to RFP 16-35



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP 16-35 E-Rate Consultant
From: Michael Richards, Procurement Analyst
Date: October 26th, 2015
Re: Answer questions, update scope of work

Addendum No. 1 to RFP 16-35

Question: *I am assuming the RFP # 16-35 is for the schools and City IT department only. Should I include a cost to apply for the libraries under additional fees?*

Answer: The E-Rate Consultant will be responsible for identifying all City departments eligible to receive e-rate reimbursements, including the public schools and public libraries. The scope of work has been update to reflect this work. Please see the attached scope of work that will supersede the scope of work included in the original RFP.

Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

SECTION 2.0 SPECIFICATIONS/SCOPE OF SERVICES

2.1 Background

The consultant will report to and work with the City of Somerville Information Technology Department staff as well as Somerville Public School staff on a daily basis. All responsibilities and tasks established in the scope of work will be scheduled and tracked for accuracy, thoroughness and completeness by pre-established dates. All applications and forms to be completed and submitted by the consultant will also have deadlines imposed upon them. These factors will provide an opportunity to oversee and rate the quantity, quality, and timeliness of the consultant's performance as it pertains to the established scope of work.

The goal of this procurement is to:

- Assist the City of Somerville, Somerville Public Libraries, and Somerville Public Schools in establishing which technology projects will be undertaken during the upcoming year in the Somerville Public Schools, Public Libraries, and other eligible City departments as identified by the selected vendor.
- Submit all required documentation to receive the optimal amount of E-Rate funding reimbursement possible to offset the costs associated with the aforementioned Technology projects.

The target beneficiaries will be the students and staff of the Somerville Public School system.

The requesting department needs to know and understand the E-Rate schedule and reimbursement criteria for the coming year.

2.2 Scope of Work

This will be a contract for an individual to provide Professional Services as they relate to applying for E-Rate reimbursement.

The vendor will be responsible working with City of Somerville staff and the Somerville Public School Administration to identify and establish viable technology projects that will be reimbursable under the E-rate guidelines set forth for this year.

The vendor will provide their professional knowledge and experience as it pertains to technology, education and E-rate guidelines.

2.3 Specifications / Requirements

The scope of the professional services to be completed by selected consultant shall include but not be limited to:

- Determining the eligibility reimbursement rate for the Somerville Public School System
- Determining the eligibility reimbursement rate for the Somerville Public Libraries System and other City departments as identified by the selected vendor
- Conducting a technology needs assessment to determine funding requests.
- Preparing Requests for Proposal
- Posting RFP on E-Rate consultant's website

- Sending RFP's to prospective bidders
- Receiving and analyzing completed bids
- Collecting all information required for submission of funding (year 2015-2016) 470 forms
- Completing and submitting (year 2015-2016) 470 forms
- Collecting information required to submit (year 2015-2016) 471 forms
- Completing and submitting (year 2015-2016) 471 forms
- Completing and submitting (year 2015-2016) 486 forms
- Answering all PIA (Program Integrity Assurance) questions
- Filing SPIN (Service Provider Invoice Number) changes
- Filing Invoice Extension requests
- Filing of the BEAR (Billed Entity Applicant Reimbursement Form)
- Filing the SPI (Service Provider Invoice Form)
- Filing of Form 500 if needed
- Maintaining the Quarterly Disbursement Reports
- Assist the City of Somerville Information Technology Department and the Somerville Public School Administration set up an E-rate record retention system to prepare for FCC audits
- Be available to answer general and specific E-Rate/SLD questions

2.4 Preferred Experience

The following experience and skills are desirable for this position. Please provide supporting documentation and information demonstrating the following skills and experience:

- Significant experience coordinating and monitoring administrative systems, WAN, VoIP, video conferencing, infrastructure design, and wireless systems
- Experience in technology staff development and K-12 assessment
- Extensive experience writing and implementing school technology plans
- Member of E-rate Management Professional Association
- Certified Public School Teacher
- Certificate in Administration and Supervision
- MS in Education

2.5 Comparative Evaluative Criteria

The Comparative Evaluation Criteria set forth in this section of the RFP shall be used to evaluate responsible and responsive proposals. The Comparative Evaluation Criteria are:

| Factor 1: Demonstrates an understanding of this year's E-rate objectives and criteria as well as how it differ from past years. | |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Highly Advantageous | Demonstrates in great detail the objectives (types of technology projects the program is focusing on as compared to past years) and the criteria (which schools would be eligible and for how much) established for this year's E-rate reimbursement program. |
| Advantageous | Demonstrates an understanding of the objectives (types of technology projects the program is focusing on as compared to past years) and the criteria (which schools would be eligible and for how much) established for this year's E-rate reimbursement program |

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| Not Advantageous | Has difficulty demonstrating an understanding of the objectives (types of technology projects the program is focusing on as compared to past years) and the criteria (which schools would be eligible and for how much) established for this year's E-rate reimbursement program |

Factor 2: Demonstrates an understanding of Technology as used in a public education environment and how that has benefitted their past efforts/experiences when filing for E-rate reimbursements.

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| Highly Advantageous | Demonstrates in great detail and with specific examples of personal experience how technology, when used in a classroom environment as well as in a school environment, is a successful teaching tool and how that experience has benefitted them when filing for e-Rate reimbursements in past years. |
| Advantageous | Demonstrates an understanding with general examples of how technology, when used in a classroom environment as well as in a school environment, is a successful teaching tool and how that has benefitted them when filing for e-Rate reimbursements in past years. |
| Not Advantageous | Has difficulty demonstrating specific examples of how technology, when used in a classroom environment as well as in a school environment, is a successful teaching tool and how that has benefitted them when filing for E-Rate reimbursements in past years. |

Factor 3: Demonstrates successful filings for E-rate reimbursement from past years.

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| Highly Advantageous | Demonstrates 5 consecutive years of re-imbursements from E-Rate programs in excess of \$100,000 for a public school system(s) |
| Advantageous | Demonstrates at least 2 consecutive years of re-imbursements from E-Rate programs in excess of \$100,000 for a public school system(s) |
| Not Advantageous | Cannot demonstrate a single year of re-imbursement from E-Rate programs in excess of \$100,000 for a public school system |

Factor 4: Experience and Qualifications

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|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Highly Advantageous | Meets and exceeds experience and qualifications listed Section 2.4 Preferred Experience, including Member of E-rate Management Professional Association, Certified Public School Teacher, Certificate in Administration and Supervision, MS in Education |
| Advantageous | Demonstrates most of the qualifications and experience listed in Section 2.4 Preferred Experience, including Member of E-rate Management Professional Association, Certified Public School Teacher, Certificate in Administration and Supervision, MS in Education |
| Not Advantageous | Does not demonstrate adequate experience and qualifications as specified in Section 2.4 Preferred Experience |

All proposals will be reviewed by an evaluation committee composed of employees of the City. Final selection will be based upon and the evaluators' analysis of the information and materials required under the RFP and provided by the proposing vendors in their submissions. The City reserves the right to involve an outside consultant in the selection process. Proposals that meet the minimum quality requirements will be reviewed for responses to the comparative evaluation criteria. The evaluation committee will assign a rating of Highly Advantageous, Advantageous, or Not Advantageous to the comparative evaluation criteria.

The City will only award a contract to a responsive and responsible Proposer. Before awarding the contract(s), the City may request additional information from the Proposer to insure that the Proposer has the resources necessary to perform the required services. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

2.6 Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed bid.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2 or 3, or a failure to respond to any of the following minimum standards will result in disqualification of your bid.

In order to provide verification of affirmative responses to items 1, 2 and 3 under the quality requirements listed in the Quality Requirements Form, proposers must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.

2.7 Period of Performance

The period of performance for this contract begins on or about **11/21/2015** and ends on or about **11/20/2016** with two (2) optional one-year renewals.

2.8 Place of Performance

All services, delivery and other required support shall be conducted in Somerville and other locations designated by the Department POC. Meetings between the Vendor and City personnel shall be held at the City of Somerville, Massachusetts.

2.9 Vendor Conduct

The Vendor's employees shall comply with all City regulations, policies and procedures. The vendor shall ensure that their employees present professional work attire at all times. The authorized contracting body of the City may, at his/her sole discretion, direct the vendor to remove any vendor employee from city facilities for misconduct or safety reasons. Such rule does not relieve the vendor of their responsibility to provide sufficient and timely service. The City will provide the vendor with immediate written rationale notice for removal of employee through the Purchasing Department. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth's website <http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interest-law.html>. Vendors may be required to take

the Conflict of Interest exam.

2.10 Vendor Personnel

The proposer shall clearly state who will staff the project as project manager, and the staff must demonstrate the ability to carry out the requirements of this contract. The Evaluation Committee will evaluate the number of full time equivalents with demonstrated ability to carry out this project and the reasonableness and distribution of personnel expertise.

2.11 Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the Purchasing Department. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or results from the performance of this SOW.

All documents, photocopies, computer data and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the Purchasing Department upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the Purchasing Director or as otherwise agreed by Purchasing Director and the Vendor).

The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the Purchasing Department. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the Purchasing Director. Requests to make such disclosure should be addressed in writing to the Purchasing Director.