

PEPPM Mini-Bid Vendor Instructions - Wireless

To: Perspective PEPPM Vendors
From: Penn Manor School District
Date: February 10, 2017

Dear Vendors:

Penn Manor School District will be applying for Category 2 E-rate funding for Funding Year 2017 using the PA PEPPM Contract. In accordance with E-rate rules that all equivalent product lines must be provided the opportunity to submit proposals, we are hereby conducting an E-rate Mini-Bid. Attached to this message is a list of the equipment and services (or their functional equivalent) for which we are seeking proposals. **This mini-bid specifically seeks proposals for wireless equipment.** Due to existing infrastructure, our preferred manufacturer product lines is **Cisco Meraki**.

If your company does not provide direct responses to mini-bids, then we request that you notify us immediately so that we can send this procurement opportunity to your PEPPM authorized resellers.

Proposals are required to be submitted via e-mail **no later than Tuesday March 7, 2017 at 1:00 PM EST** to the following:

Charlie Reisinger - charlie@pennmanor.net
Shawn Beard - shawn@pennmanor.net

All equipment and technical questions must be submitted via e-mail to:
shawn@pennmanor.net

All E-rate questions must be submitted via e-mail to: charlie@pennmanor.net

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

- The quantities shown on the attachment are estimates. The Customer 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.
- Vendors must have a valid E-rate SPIN number and must submit it with the proposal.
- Although a specific manufacturer's equipment may be listed on the attachment, the Customer will consider and evaluate proposals for equipment manufactured by other companies that is equivalent in quality and functionality. Such "equivalent" manufacturer proposals must add two new columns to the right of the specific equipment name, showing alternative equipment manufacturer, and model number. Equivalent manufacturers also must include in their proposal manufacturer proof such as manufacturer's specifications or other similar documentation that the equipment is equivalent in quality and functionality.

- 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.

Charlie Reisinger
IT Director
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<http://www.pennmanor.net>