

**Regional Consolidated Services
Head Start Program**

BID PACKET

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**Regional Consolidated Services
Notice Inviting Bids
2019
Internal Connections
Opening Date 1/3/19**

Regional Consolidated Services will accept bids for router upgrades.

The bids must be received prior to 5:00 P.M. 2/1/19, in a sealed envelope labeled with the bid title and number and addressed to the Head Start Data & Systems Coordinator at 221 S. Fayetteville Street, Asheboro, NC 27203. Bids will be opened and evaluated by 2/8/19 at the above address. Bids received after the above stated time will be considered for evaluation at the sole discretion of the Data & Systems Coordinator.

Bids must be signed. All bids shall be submitted on forms furnished within this bid packet.

Regional Consolidated Services reserves the right to accept or reject any and all bids, to waive any irregularities in the bids or bidding, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it be in the best interest of the agency.

Overview:

Regional Consolidated Services is planning to upgrade network routers and Wireless Access Points (WAPs) with PoE switches to accommodate an increase in ISP capacity and replacement of legacy hardware for seven (7) schools and one (1) Non-Instructional Facility (NIF).

RFP Contacts:

All general correspondence and inquires about the RFP should be submitted in writing by mail or email to the primary contact.

The primary contact is:

Elizabeth Cooney
Data & Systems Coordinator
Regional Consolidated Services- Head Start
221 S Fayetteville Street
Asheboro, NC 27203
Phone: 336-629-5141
Email: ebowman@regionalscs.org

Bidders may bid for all equipment in this RFP in whole or in part.

**REGIONAL CONSOLIDATED SERVICES
INSTRUCTION FOR BIDDERS**

1. PREPARATION OF BID FORM

Regional Consolidated Services invites bids on the form enclosed to be submitted no later than 5:00 P.M. 2/1/19. All blanks on the bid form must be appropriately filled in. Each bid must be submitted in a separate sealed envelope bearing on the outside REGIONAL CONSOLIDATED SERVICES HEAD START BID. It is the sole responsibility of the bidder to ensure that his bid is received by the Data & Systems Coordinator at 221 S. Fayetteville Street, Asheboro, NC 27203 prior to the closing date and time. Any bids received after the scheduled closing time for receipt of bids will be considered at the discretion of the Data & Systems Coordinator.

2. BID SUBMISSION ADDRESS

All bids must be submitted and received by the Data & Systems Coordinator at 221 S. Fayetteville Street, Asheboro, NC 27203 or P.O. Box 1883, Asheboro, NC 27204-1883.

3. BID OPENING READING

All bids shall be opened and evaluated by 2/8/19 at the above mentioned address.

4. SIGNATURE

The bid must be signed in the name of the bidder and must bear the signature in longhand or e-signature of the person or persons duly authorized to sign such bids.

5. MODIFICATIONS

Changes in the bid documents, additions to the bid, or any other modifications of the bid form may result in rejection of the bid as not being responsive to the invitation to bid. No oral or telephone modifications shall be considered. Written, emailed by authorized representative or faxed modifications received prior to the bid closing date and time will be accepted.

6. WITHDRAWAL OF BID

Bidders may withdraw bids by written request at any time prior to the scheduled closing time for receipt of bids.

7. INTERPRETATION OF BID DOCUMENTS

If discrepancies or omissions are found in the bid documents bidders may submit a written request for clarification or correction to the office of the Data & Systems Coordinator. A copy of the request for clarification and the response thereto will be mailed or emailed to all bidders. Corrections will be made by added issued to each bidder. Regional Consolidated Services will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid.

8. AWARD OF BID

Regional Consolidated Services reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or the bidding process, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the needs of the agency. All bids shall remain open and valid and subject to acceptance until a bid acceptance decision has been made but not to exceed a period of forty-five (45) days after the bid opening date. Items listed on the bid will be awarded in part or whole and quantities may vary, whichever is in the best interest of the agency. THE AGENCY MAY OR MAY NOT

TAKE ADVANTAGE OF E-RATE FUNDING. If the agency chooses not to take advantage of E-rate funding, then an award will be made and work shall begin. IF the agency chooses to take advantage of E-rate funding (see E-rate Terms and Conditions below) then work shall be deferred until after the approval of the E-rate Funding Commitment Decision Letter (FCDL) for Funding Year 2019. Regional Consolidated Services reserves the right to move forward with the work without E-rate funding if E-rate monies are delayed.

9. PRICES

Bid each item separately. Prices must be stated in the unit it's specified. In case of a discrepancy between the unit price and the extended price, the unit price will be considered correct. Prices should be quoted net, including any trade discounts, F.O.B. destination. Prices shall NOT include sales tax but sales tax shall be listed separately. Freight, shipping, warranty, software support charges and other like pricing should be listed separately as well. Bid prices should be locked for the entirety of the project scope.

10. DELIVERY SCHEDULE.

Bidders shall be required to commence delivery of all items on which bids are accepted immediately after receipt of a purchase order. Failure to complete all deliveries within thirty-five (35) days after receipt of a purchase order shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

11. BRANDS

Brand names are included for descriptive purposes, to indicate the quality, design and utility desired. This specification is not intended to restrict competition. Brands of equal make or type to those specified are acceptable unless otherwise indicated in this bid request. Recycled products must also meet the requirements set forth. Each bidder shall indicate the manufacturer's name and model number of the brands being bid and shall submit all samples in accordance with the SAMPLES provision of this bid. Specifications must be sent prior to or with bid on items bid as alternate or equal. It is up to the bidder to show compliance with the specifications listed.

12. SAMPLES

If the bidder is bidding items/brands other than those specified or if no brand is indicated in the bid documents, the following shall apply:

- A. Complete specifications, descriptions, documentation, and photographs/sketches shall be submitted with the bid.
- B. Documentation that clearly shows that an alternative product meets or exceeds compatibility with Regional Consolidated Services' current environment must be submitted.
- C. Samples may be submitted (OR requested) to Regional Consolidated Services, 221 S. Fayetteville Street, Asheboro, NC 27203, on or before the closing date and time of this bid.
- D. Samples must be submitted free of expense.
- E. All packages containing samples must be clearly labeled "Router and WAP Bid" and each sample shall be clearly identified as to the vendor name and item numbers under which it is to be considered.
- F. Samples which do not comply with these instructions may not be considered for award.

13. EVIDENCE OF RESPONSIBILITY

Regional Consolidated Services request the names of three (3) references with whom similar transactions were made during the previous year.

14. ANTI-DISCRIMINATION

It is the policy of Regional Consolidated Services that in connection with all services performed, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national

origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and State laws. In addition, the bidder agrees to require like compliance by all subcontractors employed by them.

15. INSPECTION AND ACCEPTANCE

All items provided under this bid shall meet or exceed the bid specifications and shall comply with all Federal and State laws governing their productions, handling, processing and labeling. Inspection and acceptance of all items shall be at destinations. Items found to be defective or not in accordance with the bid specifications shall be replaced immediately by the bidder at no cost to Regional Consolidated Services. Regional Consolidated Services shall be allowed fifteen (15) working days after completed installation to report damaged goods. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

16. LIABILITY

The bidder shall hold the Regional Consolidated Services, its officers, agents, servants and employees harmless from liability of any nature or kind whatsoever on account of use by the publisher or author, manufacturer or agent, of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid. Contractor agrees to indemnify and save harmless, Regional Consolidated Services, its officers, agents and employees from and against any and all claims, demands, losses, defense costs or liability of any kind or nature which Regional Consolidated Services, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with contractor's performance, under the terms of this contract, excepting only liability arising out of the sole negligence of the Regional Consolidated Services.

17. BID DOCUMENTS

The complete bid includes the following documents: Notice, Bidder Information, E-rate Terms and Conditions, Technical Specifications including Bidder Response, Business Specifications, References, Confidentiality Agreement, and Liability Agreement. Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The Bidder should fully acquaint himself with the conditions and terms affecting the performance of the agreement if awarded. The bidder's submission of a bid shall be taken as prima facie evidence of compliance with this section.

18. TAXES

State and local taxes will be paid by purchaser. Taxes are not to be included in the prices that are submitted with this bid but shown separately under the area labeled "Taxes".

19. DELIVERY

Destination shall be as designated within the boundaries of the Regional Consolidated Services Head Start locations. No additional fees shall be charged for small orders. All shipments shall be accompanied by a packing slip. Purchase order numbers shall appear on all packing slips, invoices, and packages.

20. ERRORS

Responsibility for errors or omissions on the part of bidders in making up their bids will not be assumed by Regional Consolidated Services. All bids must be typewritten. No erasures will be permitted. Mistakes may be crossed out and corrections typed adjacent to the error. Corrections must be initialed in ink prior to the bid opening by the person signing the bid. Bids should be verified before submission, as they cannot be withdrawn or modified after the bid closing time and date.

21. QUANTITIES

Quantities shown are estimated usages of Regional Consolidated Services for the bid period. Regional Consolidated Services reserves the right to purchase more or less of the units specified. These quantities are not guaranteed by the Regional Consolidated Services but are included for information and bid planning purposes only.

22. NON-CONFORMING

When any supplier shall deliver any article which does not conform to the specifications or when deliveries are unduly delayed, Regional Consolidated Services may, at its option, annul and set aside the contract entered into with said supplier, either in whole or in part, and make and enter into a new contract with supplier that can provide equal or similar items in a timely manner. Additional costs incurred by Regional Consolidated Services as a result of such action shall be borne by the supplier (and/Or his sureties), failing to perform.

23. PERIOD OF AGREEMENT/ EXTENSION

The term shall be one year from the effective date of any contract(s) executed as a result of this solicitation with annual renewal options.

24. PRICES INCREASES

In the event that parties involved consent to contract time extensions, the following conditions for price adjustments shall apply. Prices bid herein may increase with the mutual consent of parties involved. The effective date of such increase shall be specified in writing by Regional Consolidated Services. All proposed price increases shall require the submission by the vendor of the manufacturer's national or regional published price list or printed notices of price changes. All purchase orders placed under this agreement shall be delivered and invoiced at the agreement price prevailing at the time the order is placed, regardless of the actual delivery date.

25. PURCHASES ORDERS

Regional Consolidated Services shall issue purchase orders to the vendor.

26. INVOICES

Invoices shall be submitted in duplicate to Regional Consolidated Services and shall contain the following information: Purchase order number, item number, item description, quantity, unit price, extended total and applicable discounts for items delivered. Failure to enter the above information on the invoice may cause a delay in payment. Payment shall be made on partial deliveries accepted by Regional Consolidated Services.

27. OSHA

The vendor certifies by delivery, that all items furnished under this agreement meet or exceed applicable OSHA codes. All electrical devices must be supplied with 3 wire grounded cords.

28. DEFAULT

Regional Consolidated Services may, by written notice of default to the vendor, terminate the whole or any part of its order under this agreement if:

A. Vendor fails to make delivery of the supplies or to perform the service within the time specified herein or any extension thereof:

OR

B. Vendor fails to perform any of the other provisions of this agreement and does not cure such failure within a period of fifteen (15) calendar days (or such longer period as the purchasing director may authorize in writing) after receipt of notice from the purchasing director specifying such failure. In the event that Regional

Consolidated Services terminates its order(s) in whole or in part, Regional Consolidated Services may procure supplies or services similar to those so terminated from other sources, and the vendor shall be liable to the Regional Consolidated Services for any additional costs resulting from such action. Vendor shall be required to deliver all supplies or services under this agreement which are not terminated.

29. WARRANTY

Warranty periods and terms shall be stated in the bid response. The vendor agrees that all items furnished under this agreement shall be covered by the most favorable commercial warranties (to include merchantability) that the vendor provides any customer for such items, and that the right and remedies provided therein are in addition to any other provision of this agreement.

30. INDEPENDENT CONTRACTOR

While providing the items included herein, the vendor is an independent contractor and not an officer, employee, or agent of Regional Consolidated Services.

Is the company a subsidiary of another company or affiliated with a parent company? _____ YES _____ NO

If "YES", please provide the following information about the corporate office/parent company, if different from above, or indicate "SAME".

PARENT COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
AUTHORIZED REPRESENTATIVE:		TITLE:
PHONE:	EXT:	FAX:
EMAIL ADDRESS:		COMPANY WEBSITE:

Has the company been in operation in the above state during the entire last year? _____ YES _____ NO

Is the company current on all state taxes? _____ YES _____ NO

Is the company current on all federal taxes? _____ YES _____ NO

Is the company current on all county, city and local taxes? _____ YES _____ NO

Signature of Authorized Representative: _____

DATE: _____

E-RATE TERMS AND CONDITIONS

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1. The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate.
2. Regional Consolidated Services expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
3. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
4. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://usac.org/sl/service-providers/step01/default.aspx>
5. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://apps.fcc.gov/coresWeb/publicHome.do>
6. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: <https://apps.fcc.gov/redlight/login.cfm>
7. Products and services must be delivered before billing can commence, but no sooner than September 1, 2019 for E-rate eligible components and services. At no time may the Service Provider invoice before September 1, 2019.
8. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
9. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). Regional Consolidated Services will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472) for this bid. The maximum percentage Regional Consolidated Services will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Alternatively, should Regional Consolidated Services decide that it is in the best interest of Regional Consolidated Services to file a Form 472, the District will inform the Service Provider of its intent.
10. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

11. The Service provider shall retain all documentation related to the purchase, payment, delivery and/or installation, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of 10 years from the last date of service.

12. Even after award of contract(s) and/or e-rate funding approval is obtained, Regional Consolidated Services may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of Regional Consolidated Services.

13. In the event of questions during an e-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 5 days to questions associated with its proposal.

14. No change in the products and/or services specified in this document orders will be allowed without prior written approval from Regional Consolidated Services and a USAC service substitution approval with the exception of a Global Service Substitutions.

15. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2) (i) (ii).

16. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

17. This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step01/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

18. The awarded Service Provider is required to send copies of all forms and invoices to Regional Consolidated Services prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in Regional Consolidated Services placing the vendor on an "Invoice Check" with the USAC <https://usac.org/sl/applicants/step06/invoice-check.aspx>

19. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ Title: _____

Phone Number: _____ Email: _____

Service Provider Name: _____

Service Provider Identification Number ("SPIN"): _____

TECHNICAL BID SPECIFICATIONS

Regional Consolidated Services currently has a VPN from the Main Office (NIF) to 6 six of the seven (7) Head Start sites in three NC counties. The seventh (7th) site will be part of the VPN with this upgrade. Current network infrastructure based on Juniper Networks routers and a mixed combination of subpar WAPs.

Regional Consolidated Services also expects this upgrade to be able to handle future additional features and functionality. We expect the Contractor to install and configure to achieve the functionality as specified below.

Current Network Setup:

Main Office has two physical servers, each hosting a virtual server (file, email, website hosting, DHCP), 1GB switch, 50M DSL connection for 125 users, VPN site to site. Seven (7) WAN sites across three NC counties using DHCP through routers, VPN back to main office, 1GB switch, six (6) sites have 25M DSL connection and one (1) site has 10M. One router per site is required. Main Office has 3 WAPs and each Head Start site has one (1) to two (2) WAPs, all with with irregular and uneven coverage. Head Start sites house anywhere from five (5) to thirty-five (35) networked devices for student use.

Anticipated Network Setup at Installation:

Main Office bandwidth increase to a minimum of 100 download speed and seven (7) Head Start sites increase to a minimum of 50 download speed.

Contractor shall provide a project manager, team management, and coordination in order to manage the scope of work, project timeline, project resources, meetings, reporting, and issue resolutions.

NETWORK INFRASTRUCTURE REQUIREMENTS

1. Inventory Equipment
 - a. Router
 - b. Power Supply
 - c. Power Cord
2. Install Components
3. Rack / Stack Network Equipment
4. Configuration (all items to be configured on an as required basis)
 - a. Administrative Access
 - i. Hostname
 - ii. Password
 - b. Apply Advanced IP Services License
 - c. Ethernet Interfaces
 - d. Loopback Interface
 - e. Routing Protocols
 - f. Static Routing
 - g. Connect to ISP provided data circuits
 - h. Dynamic Host Configuration Protocol
 - i. Domain Name System
5. Instant/Expedited Replacement
 - a. Three-year software, firmware and hardware update and support contract w/ voluntary extension options

ROUTER:

One (1) Barracuda CloudGen Firewall F-Series F180 or Like Product
Seven (7) Barracuda CloudGen Firewall F-Series F80 or Like Product

1. Inventory Equipment
 - a. Power Cords/PoE Injectors if applicable

- b. Modules (if purchased)
 - c. Rack / Stack Network Equipment
2. Review existing Firewall rules
 - a. Migrate firewall rules
 3. Install and apply licenses (if required)
 4. Baseline configuration
 5. Integrate VPN authentication
 6. Configure routing protocols, default gateway, DNS, DHCP, Static IPs
 7. Configure and test inside dynamic NAT policies
 8. Configure VPN access and administrative group policies
 9. Test VPN permissions and access restrictions/ policies
 10. Verify access policy
 11. Failover configuration and testing
 12. Configure RDP for limited users
 13. Test and configure web security filtering if applicable.

WAP:

Aerohive AP130 with HiveManager Connect (Quantity 11, 1 at main office and 10 at Head Start sites) or Like Product

1. Inventory Equipment
 - a. Power Cords in compliance with PoE, Netgear GS308P-100NAS PoE switch or Like Product preferred
 - b. Modules (if purchased)
2. Install and apply licenses (if required)
3. Baseline configuration

**Bidders may propose different equipment but all equipment must meet specifications and have equal or better feature sets than models listed above.*

SYSTEM ADMINISTRATION TRAINING

System Admin training session will be paid for and performed by awarded contractor and shall be conducted for the technologies deployed in this bid. A minimum of 8 hours of training will be conducted and will include administration functions of the router.

Training can be performed either 'live' or 'virtual' depending on the timing of the project. System Admin Training will cover the necessary steps to perform routine configuration. System guides must be made available either in writing or electronically. Please specify in bid how you will provide this training.

Professional Service Price per Hour out of scope of contract:

Project Management: \$

Design fee: \$

Installation Services: \$

Total Hours:

ADDITIONAL REQUIREMENTS

USE OF SUBCONTRACTORS

The vendor must identify all subcontractors that will be paid more than ten percent (10%) of the overall project budget. Additionally, the vendor must provide the role of each subcontractor, the subcontractor's experience in that role, and the vendor's relationship with the subcontractor. All subcontractors must have at least one year of experience in the services they will be providing. In any subcontracts entered into by the vendor for the performance of services, the vendor shall require the subcontractor, to the extent of the services to be performed by the subcontractor, to be bound by the terms of the Contract and to assume toward the vendor all of the obligations and responsibilities that the vendor assumes toward the project. Regional Consolidated Services reserves the right to receive copies of and review all subcontracts. The management of any subcontractor will be the responsibility of the vendor, and the vendor shall

remain responsible for the performance of its subcontractors to the same extent as if the vendor had not subcontracted such performance. The vendor shall make all payments to subcontractors or suppliers of the vendor.

QUESTIONS PERTAINING TO THIS RFP

Any questions concerning this RFP must be submitted in writing to the Data & Systems Coordinator. Questions may be submitted by email to Elizabeth Cooney at ebowman@regionalcs.org or by mail to Regional Consolidated Services, Attn: Elizabeth Cooney, 221 S Fayetteville Street, Asheboro, NC 27203. All questions will be posted on the Regional Consolidated Services Head Start website at <http://headstart.regionalcs.org/rfp.htm> in the Q&A section.

OWNERSHIP OF EQUIPMENT

All equipment will become the property of Regional Consolidated Services once it is delivered and accepted by Regional Consolidated Services.

INVOICING PROCESS

Invoice Incurred Costs on a Monthly Basis: USAC will disburse Regional Consolidated Services funds to the vendor based on the submission of detailed invoices for incurred eligible expenses. Invoices should be submitted on a monthly basis. The vendor will be paid only for incurred costs: hardware will have to have been delivered and formally accepted before the vendor can invoice USAC and Regional Consolidated Services for any hardware or installation expenses, respectively. Regional Consolidated Services will only process invoiced items that are subject to acceptance and testing that have, in fact, been delivered and accepted. The vendor will be reimbursed from two funding sources: The FCC (through USAC) will reimburse up to eighty-five (85) percent of the costs for eligible products and services. Regional Consolidated Services will cover the remaining amount. The vendor must first invoice Regional Consolidated Services Head Start and collect its fifteen (15) or more percent share of the cost before it can invoice FCC/USAC. After receipt of payment from Regional Consolidated Services Head Start, the vendor may invoice the balance eighty-five (85) percent or less to FCC/USAC. All invoices must contain full detail of items charged, the amount obligated to be paid by Regional Consolidated Services, the amount obligated to be paid by FCC/USAC, and must show a zero balance owed by Regional Consolidated Services prior to invoicing FCC/USAC. The vendor must provide copies of all invoices sent to FCC/USAC to Regional Consolidated Services as they are processed for payment.

Each invoice must contain the following data elements:

- invoice number
- invoice date
- billing account number
- total invoice amount
- purchase order number
- general description of items invoiced
- the number of items invoiced
- the cost per item

Bidder shall respond to:

- 1. Price: Hardware, software, basic maintenance, shipping fees, taxes, installation, administrative training and other similar reasonable charges for e-rate eligible products/services**
- 2. Performance Reliability: Please include 3 references**
- 3. Life-cycle Cost: What is the estimated life of the products bid?**
- 4. Delivery: Please specify estimated delivery of materials, lead time, and estimated time for completion of job.**
- 5. Support Logistics: Please describe your support logistics, including response time, software upgrades and security patches**
- 6. Manufacturer's Warranty: Please specify hardware and software**
- 7. Provide Certificate of Insurance with minimum limits of liability for commercial general liability, auto, worker's compensation, employer's liability, property and the vendor's W-9.**

8. Provide all-inclusive example contract for scope of work, delivery, and cost allocated by line item. Pricing includes ineligible items separate from eligible.

The bidder shall address each of the above to the best of their ability in their bid document. Proposals should not exceed 50 pages of text, exclusive of attachments and appendices. The font should be clearly readable and no less than 11 point. Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Data & Systems Coordinator at ebowman@regionalcs.org no later than 5 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Data & Systems Coordinator. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them "1 of X", "2 of X" and so forth (where X= the total number of emails).

Paper submissions must be submitted in two (2) hard copies. Paper submissions must be in a sealed envelope delivered in person or a delivery service mark with bold inscription "**REGIONAL CONSOLIDATED SERVICES HEAD START BID**" to the following address:

Regional Consolidated Services
Attn: Elizabeth Cooney
221 S Fayetteville Street
Asheboro, NC 27203

Bids will not be accepted by fax.

Factors in determining the award of this bid: The values noted below are for E-Rate compliance, giving price of the eligible goods and services the highest weight.

- 1. Price: E-Rate eligible Hardware, software, and maintenance from bid sheet**
- 2. Ineligible costs**
- 3. Product/Service quality**
- 4. Understanding of needs**
- 5. Prior experience/track record**
- 6. Personnel qualifications**
- 7. Financial stability**

The bidder shall address each of the above to the best of their ability in their bid document.

BUSINESS SPECIFICATIONS

Is your business (check all that apply):

- Small Business
- Minority-Owned Firm
- Women's Business Enterprise

BID MATRIX

Prices/Charges	40%
Ineligible Costs	10%
Product/Service quality	10%
Understanding of Needs	10%
Prior Experience/Track record	10%
Personnel Qualifications	10%
Financial Stability	5%
Small/Minority-Owned/Women's Business	5%

REFERENCES

1. Company _____
Contact Name _____
Address _____

Telephone _____
Project _____

Completed by _____ Date _____

2. Company _____
Contact Name _____
Address _____

Telephone _____
Project _____

Completed by _____ Date _____

3. Company _____
Contact Name _____
Address _____

Telephone _____
Project _____

Completed by _____ Date _____

CONFIDENTIALITY AGREEMENT

I understand that any information learned about any staff or participant or their spouse, family, or the Agency, is to be kept confidential and is not to be discussed outside this facility at any time.

I also understand that discussion of any information gathered during interaction with staff, children or families of the program is not permitted unless specifically directed by the program director or the executive director of Regional Consolidated Services.

I understand that at no time should I or any other employee of the same vendor attempt to access, look at, review, log/record/retain/save/copy, redirect or in any other way access the content of traffic on the network. If, at any time, the I or any other employee of the same vendor become aware that unauthorized access is taking place or has taken place, it is required to take immediate steps to stop current and/or future unauthorized access and immediately notify the Data & Systems Coordinator and Executive Director of Regional Consolidated Services.

Date: _____

Contractor Signature: _____



LIABILITY AGREEMENT

I acknowledge that I have the primary responsibility. I hereby agree to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

Signature

Name of Insurance Company

Claims Representative/Telephone Number

Policy Number Expiration Date

History of RCS Head Start

Head Start began in 1965 with the implementation of the Economic Opportunity Act, which was part of President Lyndon B. Johnson's war on poverty. The program was designed to provide preschool children from economically challenged families with a "head start" on formal education.

The first Head Start classes, attended by about 561,000 children, met for eight weeks during the summer of 1965. By 1972 most Head Start programs were full-year preschool programs.

The Head Start program was designed to meet the needs of such children and their families, so that when the child reaches kindergarten, he or she is ready to learn without barriers such as poor health, hunger, or other conditions that could distract them from learning. To achieve this objective, Head Start was designed as a comprehensive preschool program, which addressed the areas of education, disabilities, health (including dental, medical, mental health and nutrition), social services, and parent involvement.

As a result of the implementation of Head Start, over 14,500,000 children have been properly vaccinated, and have received needed medical and dental attention before beginning kindergarten.

Because Head Start is not a "hand out" type of program and there is a big emphasis on parent involvement and parent training, many families involved in the Head Start program have become economically self-sufficient, no longer requiring public assistance.

Children who attend Head Start have a significantly lower chance of being retained in a grade, becoming a teenage parent, committing a crime, or dropping out of school as their peers who do not attend. Parents of Head Start children are more supportive and more active in school activities as their children go through the public school system.

Regional Consolidated Services (RCS) began serving 20 Head Start children at East Side Head Start, located at Asheboro Day Care on Brewer Street, in 1990. In 1994, RCS expanded to serve 60 additional children in three classrooms located at Franklinville, Ramseur, and Trinity Elementary Schools. In 1995, RCS expanded again to serve 34 additional children in two classrooms located at the Early Childhood Development Center (ECDC) in North Asheboro. The ECDC is part of the Asheboro City School System. In 1998, RCS Head Start expanded into Alamance and Caswell Counties. In 2010, RCS Head Start was granted expansion slots to serve an additional 60 children in Alamance and Randolph counties. In 2013, the effects of sequestration led to the closing of one Randolph County site. In 2014, sequestration effects were reinstated and Randolph County received the 20 slots back so we have a total of 485 children and their families that we can serve in Alamance, Caswell and Randolph Counties. RCS Head Start has earned 5-Star rated licenses at all centers within the three county program. In addition, several centers are also accredited by the National Association for the Education of Young Children (NAEYC). In May 2005, RCS Head Start was recognized by the National Head Start Association as an Outstanding Grantee.