

**Adams 12 Five Star Schools**  
**Request for Proposals (RFP) Number 25-025**  
**“Internal Connections - Structured Cabling (E-Rate)”**

**REQUEST FOR PROPOSALS (RFP)**

**READ THIS DOCUMENT CAREFULLY**

This solicitation is being conducted under the procedures for competitive contracts established by Adams 12 Five Star Schools (“the district”). The district will award a contract based on the following:

**BEST VALUE SELECTION**

All Scope of Work (Scope) requirements being met with the best combination of:

- Technical factors (based on qualitative merit criteria), and
- Evaluated price (or cost)

Issue Date: **01/10/2025**      Due Date: **02/21/2025**      Time Due: **10:00 AM Mountain Time**

**Technical questions must be received by RFP Contact in writing via email no later than 5:00 PM MT on 01/16/2025.**

Written questions concerning this solicitation document and its requirements will be answered in writing and the district will issue an amendment to this solicitation document that will formally provide all the questions and answers. All recipients of the solicitation document will receive responses to questions.

1.    **Solicitation Type**                      Best Value Selection  
   Firm Fixed Price, Contract

**SUBMISSION OF OFFERS AND RFP CONTACT**

2.    **SUBMIT OFFERS TO BIDNET DIRECT ONLY AT:**  
      <https://www.bidnetdirect.com/colorado/adams-12-five-star-schools>

**RFP Contact: Audra Vela, Senior Buyer**  
**Adams 12 Five Star Schools**  
**Email: [Audra.L.Vela@adams12.org](mailto:Audra.L.Vela@adams12.org)**

**Official electronic (PDF) copies of forms and appendices can be found at: <https://www.bidnetdirect.com/colorado>.** Please register with Rocky Mountain E-Purchasing System to obtain official documents.

### 3. **E-rate Qualification:**

The district intends to apply for discounts through the Universal Service Schools and Libraries Program, commonly known as the E-rate Program. The RFP is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (a.k.a., “E-rate”) discounts.

Therefore, **this solicitation is open to offerors with a valid Service Provider Identification Number (SPIN), and are in good standing with the E-rate program or offerors who are in the process of applying for a Service Provider Identification Number (SPIN).**

Any offer submitted by an offeror that does not have a valid SPIN, is not in good standing, or cannot demonstrate they have started the process of applying for a SPIN, will be determined to be nonresponsive and offers **will not be evaluated**.

### 4. **Project description**

The documents listed in the following table provide details of the project.

| <b>Date of Document</b> | <b>Title/Description of Document</b> |
|-------------------------|--------------------------------------|
| 1/10/2025               | Appendix A - Scope of Work           |

### 5. **Proposed contract award and period of performance**

It is the intent of the district to award one contract under this solicitation. The anticipated period of performance is 4/1/2025 through 3/31/2026, with up to two renewal option periods, or as negotiated based on selected solution(s).

### 6. **Competitive negotiated contract using Best Value Selection**

This solicitation shall be conducted using Best Value Selection that results in an award that is most advantageous to the district based on the best value combination of (a) evaluated qualitative merit and (b) evaluated price (cost) of the offers submitted.

Best Value Selection is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the lowest evaluated price (cost). However, the district will consider awarding to an offeror with a higher evaluated price (cost) if the offer demonstrates the difference in price (cost) is commensurate with the higher qualitative merit. Conversely, the district will consider awarding to an offeror with a lower evaluated qualitative merit if the price (cost) differential between it and other offers warrant doing so.

### 7. **Qualitative merit criteria for Best Value Selection**

The Scope of Work listed in Item 3. above, serves as the district’s baseline requirements that must be met by each offer.

The qualitative merit criteria establish what the district considers the technical factors valuable in an offer. These qualitative merit criteria are performance-based and permit selection of a higher priced offer that provides higher qualitative merit.

The following qualitative merit criteria may be used to determine the technical value of the offer in meeting the objectives of the solicitation. Sub-criteria, if listed, are not individually weighted, but are factors in the overall weighting.

Each qualitative merit criterion (and sub-criteria, if included) ***and its assigned point value*** are listed below:

| Criterion # | Criterion                              | Maximum Point Value | Description   |
|-------------|--|---------------------|---|
| 7.1         | Eligible Price                         | 35                  | Submit a completed and signed Price proposal form. The completed form includes E-Rate eligibility, which is required for E-Rate reimbursement.  |
| 7.2         | Technical Approach                     | 25                  | Proposed services and approach meets or exceeds all technical requirements outlined in the SOW.   |
| 7.3         | Proposed Timeline                      | 25                  | Proposed services can be completed within the proposed timeline.  |
| 7.4         | References                             | 20                  | Provide a description of, and references for, three (3) current entities with similar scope and complexity, including relevant K-12 experience.   |
| 7.5         | Firm Qualifications & Staff Experience | 20                  | Provide a description of years of operation, qualifications, and evidence of offeror's financial stability and viability. Provide resumes of personnel to be assigned to this work effort, with a detailed staffing plan for support staff. |

|   |                        |     |  |
|---|------------------------|-----|--|
| Based on evaluation of Criterion 7.1 through 7.5, the highest scoring offerors may be invited for an interview to review their proposal response. Invited offerors will be notified in writing. Interviews are tentatively scheduled for March 7, 2025. |                        |     |  |
| 7.6   | Interview, if invited  |     | Present in accordance with the notice of interview.  |
| 7.6.1   | Eligible Price         | 15  | Review Price Proposal and E-Rate Eligibility.  |
| 7.6.2   | Project Review and Q&A | 10  | Review of the proposed project plan, how the proposed work will be completed during the school year, and demonstrated thorough understanding of the project through the Q&A. |
|   |                        | 150 |  |

## 8. Evaluation process

Proposals will be evaluated in two general steps

### a. Step One—Initial Evaluation

- i. An initial evaluation will be performed to determine if all required information has been provided for an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors shall be notified if their offer is determined unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

### b. Step Two—Discussion, Interview, Selection, Negotiation, and Award

- i. All acceptable offers will be evaluated against the Scope of Work and the qualitative merit criteria listed above. Based on this evaluation, the district has the option, depending on the specific circumstances of the offers received, to use one of the following methods of selection:
  1. make individual selection(s), conduct negotiations, and make award(s)

2. conduct parallel negotiations with all offerors and make award(s)
3. conduct discussions with all offerors, select successful finalists, conduct parallel negotiations with successful finalists, and then make award(s)
4. conduct discussions with all offerors, conduct parallel negotiations with the finalists, select successful finalist(s), and then make award(s)
5. select successful finalists, conduct interviews, conduct successive negotiations, and make successive selections and awards
6. make no award(s).

## 9. Proposal preparation information

- a. Formatting instructions
  - i. A page is defined as one side of an 8 ½" x 11" sheet of paper.
  - ii. Use 12-point font.
  - iii. Maintain at least 1-inch margins on all sides.
- b. Submit in BidNet Direct **ONLY**, one (1) assembled PDF file, directed toward meeting the requirements of the Request for Proposal and one (1) Excel Spreadsheet Pricing Form. The technical proposal shall be organized in the following sections:

| Section No. | Description   |
|-------------|---|
| 1           | <b>Title Page</b> – The submission must include a title page, including the RFP title and number, name of offering organization and name of the authorized point of contact (with postal address, telephone number(s), and email address.   |
| 2           | <b>*Signed* Cover Letter</b> – signed by an authorized representative of the offeror, including a summary statement indicating acceptance of the proposed Scope of Work, anticipated period of performance and the standard terms and conditions. The offeror shall explain any proposed change(s) with sufficient explanation to permit evaluation. <b>Exceptions requested after selection will not be considered.</b> Proposed changes/exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. However, a large number of proposed changes/exceptions or one or more significant exceptions not providing any obvious benefit to the district may result in rejection of such an offer as unacceptable. Any proposed Service Level Agreement must be attached to the cover letter. |
| 3           | <b>Technical Approach</b> – maximum of 10 pages   |
| 4           | <b>Proposed Timeline</b> – include high-level Project Schedule  |

|    |   |
|----|---|
| 5  | <b>References</b> – maximum of 5 pages  |
| 6  | <b>Firm Qualifications &amp; Staff Experience</b> – maximum of 10 pages, resumes not included in page count   |
| 7  | <b>*Signed* Price Proposal</b> - The offeror's price and delivery terms must be valid for 120 days from the date of the offer. See the Pricing Form for specific instructions.  |
| 8  | <b>Product Submittal Information</b>  |
| 9  | <b>*Signed* Addenda</b> – All published addenda, regardless of content, must be returned with the signature section complete as part of the offer. When an offer is not accompanied by all addenda, the offer is determined unacceptable, non-responsive and excluded from further consideration. |
| 10 | <b>*Signed* Debarment Certificate</b>   |
| 11 | <b>Evidence of insurability</b> - Provide letter of capacity to obtain liability insurance  |

## 10. Solicitation Provisions

- a. Offers must be submitted in BidNet Direct. Offers submitted otherwise will not be accepted.
- b. Withdrawal of offer and late submission
  - i. Offer may be withdrawn by written notice of an authorized representative received prior to the submission deadline for entirety or modification. Notice is to be sent to the district's point of contact for questions.
  - ii. Late submissions will not be accepted.
- c. This solicitation does not commit the district to pay costs incurred in the preparation and submission of a proposal in response to this RFP.
- d. If it becomes necessary to revise the RFP before the due date, the district shall provide addenda to all participants. Addenda to the RFP will be posted on BidNet Direct. It remains the responsibility of all participants to check BidNet Direct for any addenda issued prior to the submission of responses. All addenda must be returned with the offer.
- e. Adams 12 Five Star Schools reserves the right to cancel the entire RFP.
- f. All information included as part of the proposal shall be subject to the Colorado Open Records Act (CORA). Marking information as confidential is not sufficient to prevent disclosure. The following information shall not be considered as confidential commercial information even if it is clearly marked as such: prices, non-financial information, guarantees and warranties.

- g. Solicitation disputes – [District Policy 3330 - Bid Protest Policy](#)

## **11. Solicitation Provisions – Applicable Documents**

The documents listed below are applicable to this solicitation and resulting award:

Appendix A: Scope of Work

Appendix A-1: Division 27 Technical Guidelines

Appendix A-2: Floor Plans for School Sites

Pricing Form

Proforma Independent Contractor Agreement over \$10,000

Debarment Certificate

## **12. Requirements after Award**

- a. Notice Regarding Payments to Contractors - It is the district's standard practice to make all payments to contractors via electronic (ACH) payments. Any Offeror receiving notification of an award under this solicitation must complete and submit a Request for ACH/Wire Banking Information form to the applicable Contract Administrator. Payments to contractors will be deposited directly into the contractor's designated bank account in accordance with the banking account provided on the form by an authorized company representative.
- b. Insurance Certificates in accordance with the contract
- c. Workers Compensation Certificate of Insurance.