

## BOARD RECOMMENDATION LETTER



**PROJECT TITLE:** COMMUNICATIONS AND CONSULTING  
Year 2021-2022 E-Rate Project RFP #390-21A.5 (5GB Internet Access)

**REPORT DATE:** March 22, 2021

San Mateo Foster City Elementary School District has contracted Infinity Communications and Consulting, Inc (Infinity) to provide professional services for E-rate Consulting and RFP Management Services for all services listed below. Per our agreement, Infinity has prepared bidding documents necessary to solicit competitive bidding and to undertake the work, in conformity with public contract code and FCC/E-rate funding requirements. The following statement is a recap of the process that has been instituted specifically for the above titled project:

- The Internet Access service for the submitted responses listed below were put out to bid due to the original contracted service expiring June 30, 2021 which is prior to the end of the upcoming E-Rate Funding Year 2021 (July 1, 2021 - June 30, 2022). To ensure the district is covered during the E-Rate funding cycle, services were put out to bid to remain in compliance. We have listed below the cost of services based on the RFP responses received and what E-Rate reimburse at advice of the Board.
- San Mateo Foster City Elementary School District E-Rate FY21 (2021-2022) Eligible Telecom E-Rate discount at 50%.
- To meet the Federal E-Rate program filing requirements, the District must approve contracts by the 2021-2022 E-Rate filing Deadline of March 25, 2021.

### Project Overview

San Mateo Foster City Elementary School District E-Rate Projects and Services Summary:

Services for Internet Access Services @ 5GB (Pricing below based on RFP responses received and E-Rate Discount of 50% for Eligible Services)

Service Provider Name	Service	Annual Amount w/o Taxes	Total Installation / Special Constriction Fees	Total Annual Amount with Installation / Special Construction Fees	Estimated E-Rate Requested Reimbursement Amount	Estimated District Out of Pocket Cost w/ Ineligibles	Bid Evaluation Overall Ranking
San Mateo COE	Internet Access @ 5GB	\$30,000.00	\$0.00	\$30,000.00	\$15,000.00	\$15,000.00	100 (only bidder)

### Infinity's Recommendation

**Contract Award:** Infinity recommends award of services to the highest ranked bidder listed above, San Mateo COE.  
Financial Impact after E-Rate funding is an estimated annual cost of \$15,000.00.

# E-Rate Bid Evaluation Worksheet

Funding Year:

2021

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Billed Entity Name:

San Mateo Foster City School District

FRN:

Project or Service:

390-21A.5a- ISP Only

# of Responders:

1

## Vendor Scoring

Selection Criteria	Weight*	SMCOE		Service Provider 2		Service Provider 3		Service Provider 4		Service Provider 5	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Price (Eligible)	30%	1	0.30		0.00		0.00		0.00		0.00
Experience	25%	1	0.25		0.00		0.00		0.00		0.00
Accuracy of Bid Response	20%	1	0.20		0.00		0.00		0.00		0.00
Qualifications	15%	1	0.15		0.00		0.00		0.00		0.00
Service Level Agreement	10%	1	0.10		0.00		0.00		0.00		0.00
	0%		0.00		0.00		0.00		0.00		0.00
Overall Ranking		100		0		0		0		0	

### Notes:

- \* Percentage weights must add up to 100%. Price is the heaviest weighted criteria
- \*\* Evaluated on a "Ranking" scale: Lowest Ranking #=-worst - Highest Ranking #=-best
- \*\*\* Weight x Raw Score

Vendor Selected:

SMCOE

Approved By:

Signature

Print Name

Title

Date:

03/18/21

### Comments, if needed:

Originally, no Bids were received for services requested. Sought bid from incumbent vendor. At this time, for IA services only, we believe the best choice would be to stay with the current service provider based on experience, SMCOE.



**SAN MATEO  
COUNTY  
OFFICE OF  
EDUCATION**

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## **AGREEMENT FOR CALIFORNIA K-12 HIGH SPEED NETWORK ACCESS AND INTERNET ACCESS**

THIS AGREEMENT, entered into this 1<sup>st</sup> day of July, 2021, by and between the San Mateo County Superintendent of Schools, (hereinafter Superintendent) and the San Mateo – Foster City School District (hereinafter District).

### **WITNESSETH**

WHEREAS, Superintendent may enter into an agreement with the governing board of any school district in the territory under his jurisdiction to provide Internet access; and

WHEREAS, District is a school district in the territory under the Superintendent's jurisdiction; and

WHEREAS, District wishes to contract with the Superintendent for Internet access and Superintendent is willing to supply Internet access to said District;

NOW, THEREFORE, Superintendent and District agree as follows:

### **1. SERVICES**

#### **A. SUPERINTENDENT SHALL:**

1. Provide California K-12 High Speed Network and Internet access by enabling the District to connect a data circuit to the San Mateo County Office of Education's Internet network center. The data circuit can be: (a) T-1 circuit; or (b) fiber optic circuit.
2. Provide network management from the San Mateo County Office of Education router to the District router.

#### **B. DISTRICT RESPONSIBILITY**

1. District is responsible for the cost of the data circuit to the San Mateo County Office of Education router.
2. All necessary phone circuits and equipment from the District to the San Mateo County Office of Education shall be provided by the District and are not included in the contract cost.

3. While the San Mateo County Office of Education will provide network management from the County Office of Education to the District's router, each user is responsible for the integrity of its District's network.

2. PAYMENT

In consideration of the services set forth above to be performed by the Superintendent, District shall pay Superintendent the sum of \$30,000 for a 5Gb connection.

3. TERM

The services outlined above shall be provided from July 1, 2021 to June 30, 2022.

4. ALTERATION OF AGREEMENT

This agreement may be modified or terminated only by mutual agreement of the parties.

5. ASSIGNABILITY

Internet access of the California K-12 High Speed Network access may not be assigned or subleased to any other party for any purpose. It may not be used at any location other than the buildings designated.

6. INDEMNIFICATION

District shall instruct its personnel and students about copyright laws and the proper use of the Internet. It shall ensure that personnel and students abide by the policies and regulation of Superintendent's Internet Program. District shall defend, hold harmless and indemnify the Superintendent, his agents and his employees from any damage or injuries which may occur to persons or property as a result of its use of Superintendent's communications facilities.

IN WITNESS WHEREOF, the parties hereto affixed their hands on the day and year first above written.

SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS

By: Denise B. Porter Dated: 3/23/2021

SAN MATEO – FOSTER CITY SCHOOL DISTRICT

By: \_\_\_\_\_ Dated: \_\_\_\_\_