

TUCSON UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

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MEMORANDUM

DATE: January 29, 2018

TO: Kevin Startt
Director of Purchasing

FROM: Jacqueline Posey
Procurement Agent

Subject: Executive Summary – Request for Proposals No. 19-01-21
Technology Products and Services for E-Rate Funding Year 2018-19

Dept: Technology Services
Walk Through Dates: December 7-19, 2017
Proposal Due Date: January 17, 2018

Date Issued: November 27, 2017
No. of Companies Attending: 5-day 1, 4-day 2-9
No. of Proposals Received: 6

BACKGROUND

It is the intention of the District to purchase wireless network equipment to be purchased after July 1, 2018. Tucson Unified School District intends to apply for discounts on the technology products and services listed in this RFP through the federal E-Rate program for Fiscal Year 2018-2019 (7/1/2018 – 6/30/2019), with the possibility of two (2) annual renewals, for a total contract period not to exceed three (3) years, June 30, 2021.

EVALUATION

RFP 19-01-21 was posted to www.azpurchasing.org TUSD's official bid board. Notice was sent to one hundred eighty-six (186) vendors, TUSD received six (6) bids and thirty one (31) "NO BIDS". Two (2) vendors bid both cabling and equipment, two (2) vendors bid cabling only and two (8) vendors bid equipment only.

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted.

On January 19, 2018 I met with the evaluation team and discussed their role and the evaluation process. Each committee member received copies of the Conflict of Interest and Confidentiality Statement for Procurement Evaluations, the District's Procedures for Evaluation of Proposals by a Committee, a copy of the RFP document and a copy of the proposals.

Initial evaluation and scoring of the proposal was completed by the committee. The committee wanted further information, so it was determined to move into Phase II discussions and Best and Final Offers. Phase II

discussions/questions and Best and Final Offers were completed on January 25, 2018. Scoring of Phase II, Best and Final Offers was completed by the committee on January 26, 2018.

A letter from the Committee Chair recommending award to Ednetics for equipment and to Arizona Communication Experts and Corporate Technology Solutions for Cabling was received and also made part of the official file.

AWARD RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1031 (Bid evaluation and award) and all applicable Tucson Unified School District rules and regulations.

Contract award is recommended to the following firms for the indicated services:

Ednetics for equipment

Arizona Communication Experts and Corporate Technology Solutions for cabling

Jacqueline Posey

Jacqueline Posey, Procurement Agent

Concurrence:

Kevin Startt

Kevin Startt, Purchasing Director

January 29, 2018

Date