

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** February 14, 2017

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Jacqueline Posey  
Procurement Agent

**Subject:** Executive Summary – Request for Proposals No. 18-02-20  
Technology Products and Services for E-Rate Funding Year 2017-18

**Dept:** Technology Services

**Walk Through Dates:** December 6-8, 2016

**Proposal Due Date:** October 14, 2016

**Date Issued:** November 23, 2016

**No. of Individuals Attending:** 11-day 1, 4-day 2&3

**No. of Proposals Received:** 8

### BACKGROUND

It is the intention of the District to purchase wireless network equipment to be purchased after July 1, 2017. Tucson Unified School District intends to apply for discounts on the technology products and services listed in the RFP through the federal E-Rate program for Fiscal Year 2017-2018 (7/1/2017 – 6/30/2018), with the possibility of two (2) annual renewals, for a total contract period not to exceed three (3) years, June 30, 2020.

### EVALUATION

RFP 18-02-20 was posted to [www.azpurchasing.org](http://www.azpurchasing.org) TUSD's official bid board. Notice was sent to two-hundred twenty-nine (229) vendors, TUSD received eight (8) bids and sixty (60) "NO BIDS". Two (2) vendors bid both cabling and equipment, two (2) vendors bid cabling only and four (4) 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 29, 2017 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. Representatives from the Miller Institute were in attendance by phone, this is the District's E-Rate consultant.

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 February 3, 2017. Scoring of Phase II, Best and Final Offers was completed by the committee on February 9, 2017.

A letter from the Committee Chair recommending to award of contract to CDW-G for equipment and to Arizona Communication Experts 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 firm for the indicated service:

CDW-G for equipment  
Arizona Communication Experts for cabling

Concurrence:

Kevin Startt  
Kevin Startt, Purchasing Director

February 27, 2017  
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Date