

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA
19TH FLOOR FEDERAL BUILDING - BOX 36106
450 GOLDEN GATE AVENUE
SAN FRANCISCO, CA 94102

STEVEN G. KALAR
Federal Public Defender

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Open Market Request for Quotation
Phone and Internet Service

RFQ Number: 2018_01
Request Date: Monday, May 7, 2018

This is a request for **Open Market Pricing**.

Quotes may be emailed to the Contracting Officer, Rachel Schumont, at: Rachel_Schumont@fd.org

Copy emailed to: David_Concepcion@fd.org

Submission of quotations via email is required and must be submitted by the date and time listed below. Submit a detailed proposal describing approach and project management in accordance with the attached Statement of Work (“SOW”). Use the attached quote sheet for a price quotation broken down as indicated.

Quotations will be accepted until 5:00 p.m. Pacific on Friday, May 18, 2018.

A fixed price award from this RFQ will be made based on the lowest priced offer having also met the minimum stated requirements in the Request for Quotation (“RFQ”).

Quotes and questions concerning this RFQ should be addressed to:

Rachel Schumont
Contracting Officer
Office of the Federal Public Defender
Room 19-6884
450 Golden Gate Avenue
San Francisco, CA 94102
Phone: 415-436-7700
Fax: 415-436-7706
Email: Rachel_Schumont@fd.org

Copies to be addressed to:

David Concepcion, Administrative Officer at: David_Concepcion@fd.org

Services are to be performed at:

The Offices of the Federal Public Defender, Northern District of California, 450 Golden Gate Avenue, Room 19-6884, San Francisco, California 94102;

The Offices of the Federal Public Defender, Northern District of California, 1301 Clay Street, Suite 1350N, Oakland, CA 94612; AND

The Offices of the Federal Public Defender, Northern District of California, 55 South Market Street, Suite 820, San Jose, CA 95113

Sincerely,

STEVEN G. KALAR
Federal Public Defender

A handwritten signature in black ink, appearing to read "Steven G. Kalar", written in a cursive style.

Northern District of California

Quote Sheet for RFQ Number: 2018_01

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Phone and Internet Services for Federal Public Defender, Northern District of California <i>See</i> the Statement of Work for a detailed description.	12	month		
				TOTAL	

Offeror Name

Offeror Phone/Fax/E-Mail

Offeror Street Address

Offeror City, State, Zip

Authorized Signature

Date DUNS Number

Printed or Typed Name of Signatory

Discount Terms or Net 30?

STATEMENT OF WORK (“SOW”)

1.1 INTRODUCTION:

The Office of the Federal Public Defender (“FPD”), Northern District of California, provides defense to indigent clients accused of crimes in federal court. *See* www.ndcalfpd.org. As with any law firm, secure, reliable, and stable access to phone service and voice mail is essential.

1.2 OBJECTIVES:

The objective of this RFQ is to provide phone and internet services for the three offices of the Federal Public Defender, Northern District of California: San Francisco, Oakland, and San Jose.

The phone service will be used with an existing Avaya system.

The Internet access will be used for a guest WiFi network. If a multi-year contract term would be less expensive than year-to-year service, a quote for a multi-year term may be given, provided that:

- a. The contract can be terminated after one year and
- b. That any early termination fee would be no greater than the difference between the undiscounted year-to-year rate for one year and the discounted multi-year rate for one year.

The bundled services should include at least 20 Mbps of symmetrical connectivity to the Internet (20 Mbps up and down) with no separate data charges or usage limits.

The installation, setup and other one-time costs should be itemized and the recurring monthly charges should be clearly identified, along with long distance terms and charges for exceeding package limits.

If DIDs are bundled in batches of 20 and 100, we will need one batch of 100 DIDs for each location. The vendor will facilitate any required porting of existing numbers to the new system.

The San Francisco office is located on the 19th floor of the Federal Building at 450 Golden Gate Avenue in San Francisco, California. The building's primary MPOE is located on the 8th floor. At the San Francisco office, the vendor will do the following:

- a. Provide a CAT 5e cable and modular connector in the MPOE to connect the existing phone switch and WiFi network to the vendor's services.
- b. At the time of the cutover, the vendor will be responsible for cross-connecting to our existing cabling using an RJ-45 connector.

The Oakland office is located on the 13th floor of the Federal Building at 1301 Clay Street in Oakland, California. The vendor will drop the line in the MPOE and the building management firm will be responsible for extending the line into our office.

The San Jose office is located at 55 South Market Street in San Jose, California.

1.4 SPECIAL REQUIREMENTS/INFORMATION:

A. The offeror must be licensed, bonded and carry insurance, and provide certification of these items to GSA building management.

B. The offeror must have demonstrated experience with office electrical rewiring and provide references for previous electrical work upon FPD request.

C. The offeror must be familiar with all federal government contracting requirements and must comply with these requirements.

D. The offeror must have experience working with secure GSA locations in federal buildings. Having a HSPD-12 letter from the Department of Homeland Security or Issued ID (PIV) is preferred.

E. Work in GSA locations shall be scheduled to minimize disruption to other tenants and shall take place during normal business hours.

2. SCHEDULE FOR PERFORMANCE AND DELIVERABLES:

A. The contract will be awarded within two weeks of the close of the RFQ period. The three locations will be brought up on successive dates each two weeks apart beginning in the San Jose office. Vendor will commence service at the San Jose location no later than 60 days after the contract is awarded, with service commencing in Oakland one week later, with a cutover in San Francisco to follow two weeks after that. All cutovers will be conducted on Friday afternoons.

3. ACCEPTANCE CRITERIA FOR DELIVERABLE(S):

The FPD shall evaluate the deliverable based on its conformance with all the SOW requirements described above.

4. LOCATION(S) FOR PERFORMANCE:

The locations involved in the SOW are as follows:

San Francisco Federal Public Defender
450 Golden Gate Avenue
Room 19-6884
San Francisco, CA 94102

Oakland Federal Public Defender
1301 Clay Street
Suite 1350N
Oakland, CA 94612

San Jose Federal Public Defender
55 South Market Street
Suite 820
San Jose, CA 95113

Points of Contact:

Administrative Officer: David Concepcion [David_Concepcion@fd.org]

Procurement: Rachel Schumont [Rachel_Schumont@fd.org]

IT: Kenneth Wong [Kenneth_Wong@fd.org]

5. QUOTATION SUBMISSION INSTRUCTIONS:

The quotation shall consist of:

1. A total price, to be submitted on the cover sheet of the RFQ.
2. Written confirmation that the quotation will meet the special requirements and deliverables described within the RFQ.
3. The offeror shall confine submissions to essential matters, sufficient to define the proposal in a concise manner, to permit a complete and accurate evaluation of the proposal. Offerors are cautioned that “parroting” of the requirements in the Solicitation does not demonstrate an understanding of the requirement or capability to perform. Offerors are responsible for including sufficient details to permit a complete and accurate evaluation of each proposal. Proprietary information shall be clearly marked.

6. AWARD:

The FPD intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer shall contain the offeror's best terms from a price and technical standpoint. However, the FPD reserves the right to conduct discussions if the contracting officer later determines them to be necessary. The FPD intends to award a contract to the responsible offeror providing a proposal that conforms to all of the requirements of the SOW, at the lowest price.

7. FURTHER INFORMATION:

A. Point of Contact: The primary point of contact for this RFQ is:

Rachel Schumont, Contracting Officer
Office of the Federal Public Defender
Room 19-6884
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 436-7700 (Main)
(415) 436-7706 (Fax)
Rachel_Schumont@fd.org

B. Site Contact: The secondary point of contact and site contact for this RFQ is:

David_Concepcion, Administrative Officer
Office of the Federal Public Defender
Room 19-6884
450 Golden Gate Ave.
San Francisco, CA 94102
(415) 436-7700 (Main)
(415) 436-7706 (Fax)
David_Concepcion@fd.org

- C.** Any material elaborations or clarifications of this RFQ during the RFQ process will be posted for the review of all bidding offerors at the agency website: www.ndcalfpd.org ***Offerors shall routinely review this site*** for any clarifications or elaborations, and shall check the final requirements on this website before submitting their final proposal.
- D.** Interested offerors can schedule site inspections by contacting David Concepcion.

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

1) Clause B-5 Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

2) The following clauses are included by reference:

Clause 3-3: Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

Clause 3-175: Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)

Clause 6-20: Insurance – Work on or Within a Judiciary Facility (APR 2011)

Clause 7-55: Contractor Use of Judiciary Networks (JUN 2014)

Clause 7-65: Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)

Clause 7-115: Availability of Funds (JAN 2003)

4) Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.* “Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

- (d) *Taxpayer Identification Number (TIN):* _____
- TIN has been applied for.
 - TIN is not required, because:
 - Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - Offeror is an agency or instrumentality of a foreign government;
 - Offeror is an agency or instrumentality of the federal government.

- (e) *Type of organization:*
- sole proprietorship;
 - partnership;
 - corporate entity (not tax-exempt);
 - corporate entity (tax-exempt);
 - government entity (federal, state or local);
 - foreign government;
 - international organization per 26 CFR 1.6049-4;
 - other _____.

(f) *Offeror representations.*

The offeror represents as part of its offer that it is , is not, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
- Black American
- Hispanic American
- Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding.

(end)