

Los Angeles Unified School District

Master Services Agreement



To: Master Services Agreement (MSA) Contractors

Subject: MSA Work Order Solicitation No. 202220
Title: Configuration & Infrastructure Network Engineer Services

This **MSA Work Order Solicitation** is issued to interested proposers under the assumptions that (1) Any resulting contract will not exceed the hourly rates set forth under the Master Services Agreement; and (2) The final contractual terms and conditions will have no additions, changes, or deletions from the Master Services Agreement. Proposals are due, via email to ITD-Bids@lausd.net, no later than 5:00 PM (PST), **May 2, 2022**. NO TIME EXTENSIONS WILL BE GIVEN.

Period of Performance: **Twelve Months (Initial Period)**
(Upon full execution of work order. The District will follow up with a formal work order and purchase order indicating the firm project start date.)

Location: LAUSD School Sites

Evaluation Criteria:	• Experience and Qualifications	70 points
	• Price/Cost Proposal	30 points
	Total:	100 points

Minimum Qualifications:

Proposers shall meet each of the minimum qualification requirements at the time of proposal submittal

- Proposer's Resource must have at least three (3) years of experience in providing services as listed in the Statement of Work (SOW).

Submittal Requirements

- **Minimum Qualifications:** Provide a cover letter addressing, in detail and explicitly, how the firm meets the Minimum Qualifications
- **Experience and Qualifications:** Provide resume(s) with a detailed summary of work experience as listed in Appendix A - MSA Work Order Statement of Work. The District reserves the right to request additional resumes should those submitted be deemed unacceptable for this project
- **Experience and Qualifications:** Provide a minimum of three (3) references closely related to services as listed in the statement of work.
- **Experience and Qualifications:** Submit copies of the candidates' CCNA or Aruba certification, if referenced and where applicable.
- **Number of Resources:** The proposed work order will require multiple resources working at LAUSD school sites. Provide no more than three (3) carefully selected candidates and resumes that meet the criteria as outlined in this solicitation.

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Rate Schedule (Pricing):

- The proposer shall submit a fully burdened rate to perform all services as specified in the statement of work. Refer to Appendix B.

Statement of Work:

- Refer to Appendix A for the Statement of Work and performance requirements.
- Provide a cover letter briefly summarizing your understanding of the requested services.

Proposals omitting any of the required submittal items may be deemed nonresponsive and may be removed from any further consideration.

Subject to the provisions herein, Contract award will be made to the “highest scored” proposal, with the appropriate consideration given to the evaluation factors stated herein. However, the District reserves the right to make an award to other than the low-cost Proposer.

The District reserves the right to reject a firm, as non-responsive, regardless of the stage of the procurement process, if there is a failure to successfully negotiate price/fees, statement of work, or a failure of the firm to satisfy any of the final requirements necessary to do business with the District.

All communications regarding this solicitation between potential Proposers and DISTRICT staff and consultants engaged by the DISTRICT shall be addressed only to the undersigned. All proposer questions shall be in writing and submitted via email at ITD-Bids@lausd.net with the subject heading of “**MSA Work Order Solicitation No. 202220**”. The deadline to submit questions is by close of business on **April 21, 2022**.

At no time “PRIOR” to the DISTRICT’S Notice of Award shall Proposer(s) contact other DISTRICT officials or personnel regarding this MSA Work Order Solicitation or any contract(s) to be awarded in response hereto. To do so may subject the Proposer to disqualification.

All requests for information related to this MSA Work Order Solicitation shall be directed to:

Department: IT Support Services (Finance and Administration)

Address: 333 S. Beaudry Avenue 10th Floor
Los Angeles, CA 90017

E-mail: ITD-Bids@lausd.net

Appendices A - MSA Work Order Statement of Work
B - MSA Work Order Pricing Form
C - Map of LAUSD School Sites

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APPENDIX A - MSA WORK ORDER STATEMENT OF WORK

A. GENERAL

The Los Angeles Unified School District seeks qualified proposers to provide Configuration & Infrastructure Network Engineer Services on behalf of the Information Technology Division. The Contractor shall provide resources with the technical skills and personal leadership to perform all related services. LAUSD intends to use the results of this solicitation process to award a work order to the responsive and responsible proposer. The proposed work order will require up to three (3) resources working at multiple LAUSD school sites.

B. QUALIFICATIONS AND DUTIES:

- Installing and troubleshooting local area networks, including wireless systems and VoIP systems
- Configuring a variety of networking equipment.
- Performing moderately complex network management design integration with other system solutions to ensure an integrated system with automated network management capabilities.
- Analyzing and solving complex networking problems.
- Reviewing and evaluating IT system designs for compliance with industry standards.
- Conducting site surveys and on-site assessments and preparation of design/scope-of-work (SOW) for installations.
- Preparing clear and concise reports and technical documentation.
- Formulating and expressing ideas clearly and effectively in writing and orally.
- Setting priorities and successfully completing tasks in a timely manner.
- Related tasks:
 - Review site survey
 - Develop scopes of work
 - Create bill of material
 - Accept equipment deliveries at warehouse
 - Create asset workbooks
 - Generate e-mails of status completions
 - Rearranging Network equipment
 - Install power equipment (UPS/Stepdown Transformers)
 - Install and configure network switches
 - Install network modules
 - Install network cards
 - Install Cat6e/Fiber patch Cords
 - Troubleshoot LAN equipment
- Maintain effective relationships with District personnel and other organizations.
- A California Driver's license, use of a car and be able to carry tools and materials weighing up to 50 pounds.
- Cisco CCNA, Aruba Certifications Preferable

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C. FINGERPRINTING AND DOJ CLEARANCE REQUIREMENTS

The work performed by the resource(s) shall be subject to DOJ clearance. DOJ clearance shall be obtained prior to working on LAUSD facilities.

If the nature of the work is such that the proposer and its staff will have contact with children on the District's school sites, that proposer will be required to comply with the fingerprinting requirements of California Education Code Section 45125.1 and as detailed in the LAUSD contract. In addition, to the extent known at the time of the proposal submittal, the proposer must include with the proposer's proposal a list of the names of staff members who may have contact with pupils during the proposer's performance of the services that are the subject of this MSA.

D. VENDOR COVID-19 VACCINATION REQUIREMENT.

Effective November 15, 2021, all vendors who may visit any District school site or facility and/or who may come into contact with District students or staff must be fully vaccinated against COVID-19. For purposes of this requirement, the term "vendors" refers to employees/hired staff, agents, contractors, partners, subcontractors, and representatives of the District's vendors and contractors. Prior to providing any such services on or after November 15, 2021, Contractor must certify compliance in the Supplier Portal at <https://vendors.lausd.net/irj/portal>. Additional information is available at <https://achieve.lausd.net/Page/3904>.

E. WORK SCHEDULE

The resource shall be available to begin work upon full execution of the agreement. Standard work hours are Monday thru Friday between 7:30 AM to 4:00 PM (Pacific Time) during the day shift and 3:00 PM - 11:30 PM (Pacific Time) during the evening shift, unless other arrangements are mutually agreed upon. Availability of the resource(s) may be requested on the weekends. The actual schedule may be adjusted based on project needs by the sponsor.

A. OTHERS

For the duration of the project, the proposed firm and/or resource are expected to bring their own laptop computer equipped with appropriate tools such as Microsoft Word, Excel, SharePoint, etc.

A performance review will be conducted by the District to ensure services are performed satisfactorily by the Contractor and its resource. Contractor will be notified by the District of their performance. If the review is unsatisfactory, the contractor will be required to submit a corrective action plan to address the deficiencies. If the performance is not improved, the contract will not be renewed, and the option years will not be exercised.

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APPENDIX B - MSA WORK ORDER PRICING FORM

The purpose of this form is to provide a standard format by which the Proposer submits its price proposal. The fully burdened hourly rate should be inclusive of direct labor cost, overhead, general and administrative (G&A), travel expenses, profit, shipping, packaging, and insurance cost. No travel or parking expenses will be provided to the Contractor. Submit one rate schedule sheet for each proposed resource.

Resource Name	Role	Labor Classification	Fully Burdened Onsite Rate
_____	Configuration and Infrastructure Network Engineer	Configuration and Infrastructure Network Engineer - Level I	\$ _____