

**SCHOOL BOARD
CONTRACT SUMMARY FORM
2022-2023**

Contract Name: PPSD-CCS, Inc. E-Rate 2022-2023 Basic Maintenance

Action Sought by School Board: Approval of a Contract Approval of an RFP to Solicit Services

Amount: \$ 550,000.00

Source of Funds: E-Rate and Local funds (Contingent Upon Funding) District-Based School-Based

Length of Contract (list start date and end date): 07/01/2022 – 06/30/2023

PPSD Contact: Peter Santos

Contract Type: New Renewal Extension Amendment

Board of Contract & Supply and City Council (if applicable) Approval Date(s): n/a

Staff Recommendation & Analysis

Provide 1-2 sentences for staff recommendation.

Provide 3-5 bullet points for staff analysis that supports the recommendation.

Staff Recommendation:

It is recommended that the School Board approve the award and contract to Custom Computer Specialists, Inc. for Basic Maintenance for E-Rate eligible products related to the RFP for E-Rate Products and Services Program Year 25 (7/1/22-6/30/23) for a total amount not to exceed \$550,000.00.

Staff Analysis:

- The most qualified bid received was from Custom Computer Specialists, Inc.
- PPSD has selected to partner with Custom Computer Specialists, Inc. due to their reputation of being well qualified and adept with handling E-Rate activities in the education sector. Custom Computer Specialists, Inc. has been an excellent partner with PPSD in all previous instances. Custom Computer Specialists, Inc. has proven to understand the needs of PPSD and E-Rate's program rules.
- Custom Computer Specialists, Inc. submitted a bid response that is complete and meets all of the terms and conditions of the RFP. Custom Computer Specialists, Inc.'s bid response pricing is consistent with expected market pricing.

Alternatives

Provide a numbered list for what the alternatives are to this recommendation

1. There are not any alternatives – Basic Maintenance of PPSD’s network is necessary for upkeep of the technology equipment and the district’s network to support day to day operations and student achievement.
2. There was 1 bid received for this E-Rate eligible request for basic maintenance services. Custom Computer Specialists, Inc. is only bidder. Their bid is complete and meets all of the terms and conditions of the RFP.

In one numbered list, describe the deliverables of the contract and the projected impact upon or relationship to student achievement.

Provide a numbered list of every deliverable identified in the contract and summarize the contract’s overall relationship to student achievement.

1. Basic Maintenance of E-Rate eligible products, equipment ensure stability and continuity of the district’s technology infrastructure and associated internet equipment.
2. This contract provides technician and engineer services under E-Rate rules. The continuity and sustained network performance facilitates use of the internet for educational/student achievement applications such as Google Classroom.

In no more than three paragraphs, describe the accountability measures that will ensure that the vendor meets all requirements set forth in the contract and that the district is able to maintain a record of the quality of the services. These need to be performance-based in nature.

Every contract should include explicit language requiring vendor accountability, i.e. required program evaluation or the submission of a final report summarizing progress against each itemized deliverable.

Custom Computer Specialists, Inc. will submit invoices to USAC/E-Rate and PPSD on a monthly basis, in accordance with E-Rate rules. Custom Computer Specialists, Inc. will provide detailed documentation of the work completed. Custom Computer Specialists, Inc. will provide project plans and timelines, where applicable.

In a short numbered list, describe spending breakdown by type of service.

If the contract includes multiple components, detail the total proposed contract amount by type of service, i.e. licensing fees, purchased services, professional development, technical assistance, supplies and materials, etc.

1. Basic Maintenance - \$550,000.00 for the term of 07/01/2022 to 06/30/2023

Proposed Budget	Dollar Amount
Basic Maintenance	\$550,000.00
Total	\$550,000.00

Custom Computer Specialists, Inc. will invoice and provide detailed documentation of the work completed to USAC/E-Rate and PPSD on a monthly basis, in accordance with E-Rate rules.

Payment & Invoice Details	Timeline	Payment Amount
	Total	