
Vidalia City School District



Request for Proposal for

Wide Area Network Service(WAN) /
Digital Transmission Service (DTS)

&

Broadband Internet Access Service

022018RFP01

RFP release date: February 20, 2018

RFP responses due: February 28, 2018

Scope of Work

WAN

The Vidalia City School District (District) is soliciting proposals from qualified “E-rate certified” Telco vendors for Wide Area Network (WAN) Services and Broadband Internet Access Service for all schools in the District. WAN services are required to connect all schools to the BOE location. The District has four (4) schools and operational facilities including the District Office that are currently connected by a fully managed private WAN connected via 10 Gbps service to four sites and 10 Gbps connections to the District Office All Building Locations are available at

http://www.vidalia-city.k12.ga.us/schools/the_schools_body.htm

The District intends to obtain a Multi-Year Contract for WAN and Internet Access services from this initiative which is one year with optional of renewal for four (1) year extensions. Pricing must delineate development “one-time” costs as well as recurring monthly costs.

The District expects to operate the WAN to support the following applications:

1. Internet Access
2. Voice communication
3. Video student services
4. Data exchange between appropriate network servers

Bandwidth demands are expected to increase substantially over time as more applications are implemented and users increase. Describe if your solution is scalable in terms of speed and price to insure delivery of the best value WAN Services to the District. A minimum WAN speed of 10 Gbps is acceptable for pricing purposes.

INTERNET ACCESS (IA):

The Vidalia City Schools System is looking for an Internet Service Provider to provide the school district with additional Internet bandwidth. The district currently receives 400 Mbs from the State of Georgia. We desire to add an additional 200 Mbs of ERATE eligible managed Internet service with the service terminated at our Board of Education office located at 301 Adams Street. We also are asking for pricing to increase the bandwidth in increments up to 1 Gb.

Proposal pricing must include all fees, taxes, licenses of any nature.

Service Description

Proposals must include the costs for connecting each of the school buildings in the District to the network core at the BOE. (Possible relocation to Vidalia High School at 1001 North Street East, Vidalia, GA). The service will be a “lighted”, or managed fiber optic service.

Proposals should include a pricing structure that reflects a recommended solution at price points for 10Gbps and up traffic in order to anticipate network growth.

Proposals should provide information for an upgrade path during the contract period, such as 10 Gbps to 40 Gbps and supply detail of the costs of such an upgrade.

The proposed lease is to include any and all subsequent charges, including but not limited to, tariffs from utility companies for use of poles, licenses and permits to perform work, and other expenses, which may be incurred.

Proposers will be responsible for accurately providing all costs.

Layer 3

Layer 3 Switching Services are required to provide routing and limiting protocol transmission between school districts where needed. SLD regulations require that the telecommunications provider must own this hardware.

Qualified Technical Support staff must be assigned to support this project. However, maintenance must be included in the total cost for the WAN and IA Access.

The Network proposed should facilitate and support reliable and cost effective connection to the Internet, and be able to handle any routing or equipment issues that are required to connect to the Internet.

The proposal must include integration and compatibility with current installed base of e-rate eligible equipment already in place at each school district location

In order to assess the vendor's ability to provide WAN and Internet Access services necessary to meet District needs, the response to this RFP must address the "development process". Describe in detail how your WAN and Internet Access solution actually provides the services described. This description should include, but not be limited to:

1. Site survey components and findings
2. Transport alternatives considered and explanation of solution(s) selected
3. Anticipated time requirements to obtain permits, certifications, etc.
4. Anticipated time to install services solution.
5. Use of subcontractors for cable and electronics installation, etc.

6. A project management and implementation plan that includes a
7. timeline outlining the completion of the network for each building.
8. A network design showing available bandwidth between locations.

The Contractor is responsible for becoming familiar with the conditions at each work site and allowing for them in the proposal.

Any permits and inspections required for the proper installation of the specified project shall be furnished and coordinated by the contractor at the vendor's sole expense.

All network cutover work must be performed after normal school hours or on weekends to avoid disruption to students and staff. All work areas and materials must be secured and a safe environment maintained for students and staff.

The completed installation must be inspected and approved in accordance with all state and local codes and requirements.

All Contractors shall carry Worker's Compensation Insurance, in addition to Public Liability Insurance. Verification of this insurance must accompany the vendor's proposal.

The contractor shall remove from the premises any resultant debris and return the surrounding areas to previous condition.

A Company Profile is required detailing years in business, number of employees, certifications, and service [central office] center locations.

Certification must be indicated that the vendor is a telecommunications provider at the time the bid is submitted under local Public Utilities Commission (PUC) regulations.

Bid Process

This RFP is issued consistent with the E-rate process stipulated for 2018 "YR21" funding. To that extent, an E-rate form 470 has been posted.

This bid will close on February 28, 2018 at which time the evaluation process will begin. Contracts with winning vendor(s) will be executed prior to the submission of the E-rate form 471 application. E-rate funding is mandatory for this project. Funding is available no earlier than July 1, 2018 although the funding announcement may not occur by July 1, 2018. If the funding announcement date occurs after July 1, 2018, the project funding from E-rate will be considered available at that date.

Proposals shall be received until close of business February 28, 2018. Three (3) copies, including a soft copy (either delivered on CD) are required. Send responses to:

2018 E-Rate WAN/INTERNET BID
 c/o Sabrina Wiggs
 Vidalia City Schools
 301 Adams Street
 Vidalia, GA 30474

Respondents must provide sealed responses via carrier service.

The Superintendent will then seek the approval from the School Board to contract for services as outlined in the RFP.

Any interpretation, correction, or change of the RFP will be made by ADDENDUM.

Building map locations of 4 schools and the BOE (Central Admin) can be found at the district web site:

No site visits or conferences are anticipated for this RFP. Service locations are included in this document.

Site	Address
**Vidalia Board of Education	301 Adams Street, Vidalia, GA 30474
J. D. Dickerson Primary School	800 North St. E. Vidalia GA 30474
Sally D. Meadows Elem. School	205 Waters Drive Vidalia GA 30474
J. R. Trippe Middle School	2200 McIntosh Street Vidalia GA 30474
**Vidalia Comprehensive High School	1001 North Street West Vidalia GA 30474
Possible change in location new address:	
Vidalia Board of Education	1001 North Street West, Vidalia, GA 30474
New Vidalia Comp. High School	

**** Both locations may move in August of 2018**

http://www.vidalia-city.k12.ga.us/schools/the_schools_body.htm

Moves/Adds/Changes

Service providers will provide pricing for moves/adds/changes to cover any of the existing District owned facilities and any future facilities requiring service over the contract period.

Transition Plan: As the cut-over date for any new carrier is July 1, 2015, Vidalia City Schools requires a transition plan to be provided with any proposal response. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the Vidalia City Schools transition team. The transition plan is to outline the expectations the supplier team would have of Vidalia City Schools and the information or task Vidalia City Schools is to provide the supplier and the date any information or task would be required.

Installation Requirements

The successful proposer must be able to integrate and support all WAN and Internet Access components between district locations and provide a single handoff to the District at each location. The successful proposal will be for a solution networked to specific locations within each school and contained in a wall mounted, secure, box.

The District and successful vendor must mutually agree on the implementation schedule. Failure to meet the timelines agreed upon may result in a penalty equal to 0.10% per day reduction in the total contract value for each day the provider fails to deliver the procured services from the date said same service became due.

Please provide a copy of all necessary contracts in your bid response. Also provide diagrams of proposed WAN and IA design.

Proposals and contracts must fully comply with the guidelines of the E-rate program.

Maintenance

The successful proposal shall also include maintenance costs as part of the service cost. Any repair costs will be the responsibility of the leaseholder.

Support personnel must be available on-site within 8 hours of reported network malfunction. Faster response time is desirable.

The vendor must be able to provide, at no additional charge, immediate notification to Vidalia City Schools' technology department representative of any telecommunication and/or Internet service outages or anomalies, which affect the use of the facilities, circuits, or network within Vidalia City Schools.

Please provide the process for Vidalia City Schools to report any problems with the facilities, circuits, and network or telecommunication services including the minimum response time. Vidalia City Schools is seeking a minimum response time of 2 hours.

WAN and IA connections shall be repaired within (24) twenty-four hours of an issue has been reported. Failure to have the network repaired and communications re-established after 24 hours will result in the loss of 5% of the monthly lease for each 24-hour period the wide area network or Internet is inoperable.

Provide details regarding your company's service center, including, but not limited to, staffing experience, process and priority service

References

Proposers shall submit financial evidence of their ability to perform the services proposed and fulfill a contract.

Proposers must provide a minimum of three (3) current references of similarly sized WAN and/or IA connection solutions they have provided, including contact information.

Proposers shall prove that they have been in this business for a minimum of five (5) years.

Selection Criteria

E-rate funding is mandatory for this project.

Basis of Award

Factor	Weight
Price	30%
Service Reliability	20%
Prior Experience	20%
Personnel qualifications	10%
Support/Management capability	10%
Location	10%
Total	100%

The Vidalia City Schools reserves the right to accept or reject all proposals or sections of thereof and when the rejection is in the best interest of the Vidalia City Schools. Vidalia City reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the vendor can provide. The BOE reserves the right to reject the proposal of a Vendor whom in the opinion of the Technology Department is not in a position to adequately perform the contract. Contracts will be awarded to the highest ranked Vendor using an evaluation formula where it is in the best interest of the Vidalia City School System with price being one of the primary factors.

Lease terms and pricing

The District desires a long-term lease for services in this RFP. In order to have time to prepare the lease, PRICES shall remain firm for 180 days following the proposal opening and be valid for the E-Rate Funding Year (07/01/18 through 6/30/19).

Funding will be subject to Erate eligibility.

- 6 Month contract with service to initiate on 07/01/2018 running through 12/31/2018
- Possible 6 month extension to 06/30/2019.
- Optional extensions at the end of the initial service period, each option will consist of a consent extension for service running 07/01 through 12/31 of the current calendar year and

an possible extension for service running 01/01 through 06/30 of subsequent calendar year. Total term not to exceed five years from service initiation beginning 07/01/2018.

- Contract vehicle will be amendable to cover any terms or services under the scope of this RFP.
- Options for removal of sites due to closures or re-organization requirements as deemed necessary by the District. Any and/or all charges for termination of service will be provided by the service provider in the response to this RFP.
- All equipment necessary to provide this connectivity shall be provided with no option of transfer of ownership to Vidalia City Schools. All vendor equipment installed shall be under repair maintenance at no cost to Vidalia City Schools for the life of the contract agreement.
- Vidalia City Schools reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.
- Service Provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this Agreement. Service Provider warrants that it had good title to all elements of the facilities and services and has the legal right to contract with Vidalia City Schools for the installation and use of such facilities and services. Service Provider shall indemnify Vidalia City Schools and its trustees and employees against any claims or threat of claims brought by any third party alleging infringement of any proprietary rights.

Vendor Selection

Vendor selection shall be determined by an evaluation of the total content of the proposal submitted. The District reserves the right to procure services and/or:

Not select any of the vendors' proposals

Select only portions of a particular vendor's proposal for further consideration, (however, vendors may specify portions of the proposal that they consider "bundled").

The vendor must be an FCC licensed Telecommunications Carrier for the WAN service and Internet Access. Vendors must possess a valid (unencumbered) SPIN from the Universal Service Administration Company and FCC registration number.

Attachment A 10.0 Gbps WAN Service

(All responders are required to complete this attachment and use as the coversheet for their response.)

Service 10.0 Gbps WAN/DTS	One Time Installation	Monthly Charges	Year 1	Year 2	Year 3	Year 4	Year 5
BOE - 30 Adams Street							
JDDPS - 800 North St East							
SDMES - 205 Waters Drive							
JRTMS - 2200 McIntosh St							
VCHS - 1001 North St West							

Company Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Primary Contact:	
Primary Contact Email:	
Service Provider Statement of Completeness:	I hereby confirm that the included response to 021418RFP01 includes all costs associated with installation, service, and maintenance for the requested WAN service.
Signature of Authorized Company Representative:	
Date:	

Attachment A 40.0 Gbps WAN Service

(All responders are required to complete this attachment and use as the coversheet for their response.)

Service 40.0 Gbps WAN/DTS	One Time Installation	Monthly Charges	Year 1	Year 2	Year 3	Year 4	Year 5
BOE - 30 Adams Street							
JDDPS - 800 North St East							
SDMES - 205 Waters Drive							
JRTMS - 2200 McIntosh St							
VCHS - 1001 North St West							

Company Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Primary Contact:	
Primary Contact Email:	
Service Provider Statement of Completeness:	I hereby confirm that the included response to 021418RFP01 includes all costs associated with installation, service, and maintenance for the requested WAN service.
Signature of Authorized Company Representative:	
Date:	

Attachment A -1

Internet Access __ Mbs Bandwidth

(All responders are required to complete this attachment and use as the coversheet for their response.)

Service	One Time Installation	Monthly Charges	Year 1	Year 2	Year 3	Year 4	Year 5
200 Mb Shared Internet Access (monthly)							
400 Mb Shared Internet Access (monthly)							
500 Mb Shared Internet Access (monthly)							
24-7 Technical Support with 4 or less hour of response time (monthly)							
Mon-Fri 8am-5pm Technical Support with 1 hour or less of response time (monthly)							
Define other related costs:							
Vendor may submit additional pricing documentation, but this section must be completed in full.							

Company Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Primary Contact:	
Primary Contact Email:	
Service Provider Statement of Completeness:	I hereby confirm that the included response to 021418RFP01 includes all costs associated with installation, service, and maintenance for the requested Internet Access service.
Signature of Authorized Company Representative:	
Date:	

Attachment A -1

Internet Access__ Gbs Bandwidth

(All responders are required to complete this attachment and use as the coversheet for their response.)

Service	One Time Installation	Monthly Charges	Year 1	Year 2	Year 3	Year 4	Year 5
1Gbs Shared Internet Access (monthly)							
5GbsMb Shared Internet Access (monthly)							
10 Gbs Mb Shared Internet Access (monthly)							
24-7 Technical Support with 4 or less hour of response time (monthly)							
Mon-Fri 8am-5pm Technical Support with 1 hour or less of response time (monthly)							

Company Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Primary Contact:	
Primary Contact Email:	
Service Provider Statement of Completeness:	I hereby confirm that the included response to 021418RFP01 includes all costs associated with installation, service, and maintenance for the requested Internet Access service.
Signature of Authorized Company Representative:	
Date:	

Attachment B

CERTIFICATION LETTER:

(Must be completed and returned with bid)

I certify that I have read and understand the terms and conditions herein. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP response, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this bid for the Service Provider.

SPIN NUMBER _____

SUBMITTED BY _____ DATE _____

TITLE _____ EMAIL: _____

COMPANY NAME _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

COMPANY WEBSITE _____

SIGNATURE _____

Attachment C

Immigration Form

(Must be completed and returned with bid)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Vidalia City Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

(Federal Work Authorization User Identification Number)

(Date of Authorization)

Organization Name

I hereby declare under penalty of perjury that the forgoing is true and correct. Executed on _____, 20__ in _____ (City), and _____ (State).

Signature of Authorized Officer or Agent

Name(s) and Title(s) of Authorized Representative(s)

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 2018.

NOTARY PUBLIC

My Commission Expires: _____

Attachment D

(Must be completed and returned with bid)

Certificate Regarding Debarment, Suspension, Ineligibility

The Vidalia City School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Attachment E
Non-Collusion Affidavit
(Must be completed and returned with bid)

I state that I am _____ of _____.
(Title) (Name of Company)

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid and I state that this bid is made in good faith.

I state that:

1. The price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder; neither the approximate price(s) have been disclosed nor will they be disclosed before bid opening to any other contractor, bidder or potential bidder.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.

_____ its affiliates, subsidiaries, officers, directors and
(Name of Company)

employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Vidalia City Board of Education of the true facts relating to submission of bids for this contract.

Name/Date

Title or Position

Signature

Attachment F
E-RATE CERTIFICATION
(Must be completed and returned with bid)

I, _____, certify that _____, is a
(Print or Type Name) (Company Name)
Service Provider as defined by the E-Rate Program and has not been suspended or disbarred
from participating by the Federal Communications Commission. Our SPIN # is _____, and
have operated under this SPIN for _____ years.
(Number)

I also certify to the acceptance of the following:

1. If requested, a digital copy of this response will be supplied to the District or its agent.
2. All information necessary to respond to any Item 21 Attachment, PIA (Program Integrity Assurance), Item 25 Selective Review, or Audit performed by the FCC, the SLD, or their designated authority, will be furnished completely and in a timely manner sufficient to meet the any response deadlines;
3. In the event an appeal is necessary, all the information necessary to complete the appeal will be furnished completely and in a timely manner to the **Vidalia City School District**, it's attorney(s) or authorized agent;
4. Any contract awarded based upon RFP ID: 021418RFP01 is contingent upon the receipt of a positive Funding Commitment Decision Letter (FCDL) from the SLD. In the event that partial funding or no funding is granted, the **Vidalia City School District** reserves the right to cancel the contract in whole or in part;
5. The **Vidalia City School District** will be invoiced for the only the matching funds portion, and it is our responsibility, as the E-Rate Service Provider, to invoice the SLD for the remaining "non-discount" portion. This billing method is known as the SPI (Service Provider Invoice) method;
6. In the event the **Vidalia City School District** wishes to perform a SPIN change, as afforded by the COPAN decision, permission will be granted within the contracted terms, provided 14 days prior written notice is given.

(Original Signature in Blue or Black Ink)

(Today's Date)

(Print or Type Name)

(Title)