

KILLEEN ISD REQUEST FOR PROPOSAL # 17-18-02-171

ERATE 2017-18 C1 NEW CAMPUS DATA CONNECTIONS

The Killeen Independent School District (KISD) is seeking proposals for **E-RATE 2017-18 C1 NEW CAMPUS DATA CONNECTIONS** goods and services in accordance with specifications set forth in the following Request for Proposal (“RFP”).

Proposals will be submitted through KISD’s electronic bidding system (“System”) prior to **11:00 A.M. (CST) on Tuesday, February 17, 2017**. After such time, the System “locks” and does not allow the submission of any responses.

KISD’s electronic bidding system: <https://kisdebid.ionwave.net/Login.aspx>
Additional information regarding KISD and ERATE: <http://erate2016.killeenisd.org/>

E-rate: **FCC Form 470 # 170059835**

This proposal will not be opened publicly. If you require assistance either with the online registration process or technical assistance with the System, please contact Purchasing Services at 254-336-0104.

IMPORTANT:

- Respondents are highly encouraged to submit their electronic responses with plenty of time in advance (Minimum 4 hours early) of the submission deadline indicated to ensure a timely response.
- The District will not be responsible for any lateness of receipt due to any circumstances out of the District’s direct control, including but not limited to, improper planning by vendors to submit a response by the submission deadline, technical difficulties, Internet connectivity issues, etc.

The District’s sole point of contact for questions regarding this solicitation is listed below. Any communication regarding this solicitation, including requests for clarification, must be directed via **e-mail only** to:

Wayne Barnard
Purchasing Specialist
Killeen Independent School District
Portable #2
2301 Atkinson Avenue
Killeen, Texas 76543
wayne.barnard@killeenisd.org
254-336-0093

MILESTONES

Issue RFP.	January 17, 2017 (Tuesday)
Deadline for vendor questions (Email questions to: wayne.barnard@killeenisd.org). Note: Reference “ RFP #17-18-02-171 Questions ” in the subject line of your email.	January 31, 2017 (Tuesday)
Questions & Answers posted on www.usac.org and within Killeen ISD’s electronic bidding system as an Addendum to the RFP for all participating vendors to download/review.	February 2, 2017 (Thursday)
Deadline for submission of RFP responses. Note: Vendors to submit proposals electronically through Killeen ISD’s electronic bidding system.	February 17, 2017 (Tuesday) at 11:00 A.M.
Board of Trustees Meeting (Approves/rejects District’s recommendation for contract award).	March 7, 2017 (Tuesday)
Vendor award notification.	March 8, 2017 (Wednesday)

1. **PURPOSE:** Killeen ISD (“KISD”, the “District”) wishes to contract with an E-Rate eligible vendor to provide broadband data connection services for the District in accordance with the specifications set forth in this Request for Proposal (“RFP”).

It is the intent of the District to file an E-rate application for Funding Year 2017-2018 for the services included in this Request for Proposal. The start of service is not dependent on receipt of E-rate funds. The proposer understands and accepts that the district will request reimbursement from USAC using the SPI method once the Funding Commitment Decision Letter is received. The District reserves the right, however, to issue payment in full for the services received and utilize the Billed Entity Applicant Reimbursement (BEAR) method. Full implementation of the project may be dependent upon receipt of E-rate funding and other factors unknown to the District at this time.

2. **PERIOD OF CONTRACT PERFORMANCE:** The period of performance for goods and/or services received subject to this solicitation and any resulting agreement for services shall be **July 1, 2017 through June 30, 2018.**
3. **SPECIFICATIONS:** Vendors shall propose the services as listed below. Pricing must include applicable surcharges and fees.

Broadband data connection: 1 Gigabit Ethernet data connection from Data Center # 1 located at 902 N. 10th, Killeen, TX 76541 to

Smith (New Middle School), 6000 Brushy Creek Drive, Killeen, TX 76549

Alice Douse (New Elementary School), 700 Rebecca Lynn Lane, Killeen, TX 76542

The District depends on reliable broadband connectivity to provide essential services for 43,000 students and 6,200 employees, and to communicate with its patrons, parents, and community; therefore, it is paramount that the services provided under the resulting services agreement be reliable and responsive to the District’s needs.

The circuit shall be capable of carrying multiple protocols such as IP Data, Voice over IP (VoIP) telephony, streaming digital video, teleconferencing, etc.

Jitter and latency shall be within industry accepted limits for typical services of these types. The WAN must support the transmission of QoS (“Quality of Service”) tags implemented by the District between endpoints.

The successful contractor(s) shall provide the District with immediate and transparent connection services.

4. **PROPOSAL – SITES.** The data connection will connect the school sites listed above to the district’s wide area network via the data center. A network diagram of the District’s Wide Area Network is available upon request.

5. **5a. PRICING.** Bidders are to complete the Pricing worksheet on Exhibit I. Bidders are to provide pricing for services from July 1, 2017 through June 30, 2018 (12 month agreement). Indicate any other relevant charges associated with this service as a monthly cost, i.e. regulatory fees, administrative fees, USF charges, and surcharges. **If the actual billing exceeds the monthly quote per the RFP, the vendor will need to credit the difference.**

5b. E-Rate Cost Allocation. All proposals should clearly identify ineligible items and their related monthly charge (See FY2017 Eligible Services List, www.usac.org/si).

5c. E-Rate Item 21 Templates. Awarded Bidder(s) must agree to provide pricing in Item 21 template format per FCC Form 471 for FY2017.

6. **BID AWARD** – The District reserves the right to award some, all or none of this RFP. Voice lines, Long Distance services, and voice circuits may each be awarded to different providers.

Return this **Request for Proposal** document along with proposal information organized into the following sections and appropriately indexed/labeled:

- **Proposal Section A, Executive Summary.** A top level summary that highlights the major features/most important aspects of the proposal, containing a concise description of the proposed solution, limited to two pages. It should clearly indicate any options or alternatives offered. In short, the reader should be able to determine the essence of the proposal and generally how well it meets the requirements by reading the Summary.
- **Proposal Section B, Background.** Describe the company, its size, number of employees, and annual sales volume. This shall include a brief history of the offering firm, emphasizing its experience in providing product/services to education customers comparable to KISD.
- **Proposal Section C, Proposal Pricing.** Price each item listed in Section 3 along with associated surcharges and fees using the template in **Exhibit I**. E-Rate ineligible items must be itemized in the proposal response. Bidders may choose to submit bid responses for some or all items requested.
- **Proposal Section D, Support Services.** Explain in detail the quantity of support staff, method of escalation of urgent cases and location of support staff. Describe in your proposal how your company will accomplish each of the following: (a) monitoring of vendor's facilities automatic detection/notification and preventive maintenance procedure (b) maintenance and repair of vendor services with a guaranteed response time of no more than 4 hours for all major system problems and a maximum of 24 hours response for other system problems. Describe your definitions of major and minor problems, (c) must provide a single point of contact and escalation for KISD (d) must be familiar with KISD's voice services and associated equipment (e) support personnel must be in the Killeen, TX local area (f) support personnel must be trained and certified (g) explain any services that would assist in disaster avoidance and recovery planning for the proposed system
- **Proposal Section E, Alternative Proposals, Exceptions and Clarifications.** Offeror may provide more than one solution in order to provide alternative creative proposals that the

District may not have been aware of or considered. Any alternatives and/or exceptions to the RFP specifications must be detailed and clearly noted in this Section.

- **Proposal Section F, Purchasing Documents** All KISD Purchasing documents completed, signed.

7. **AWARD:** Proposals will be evaluated by a KISD committee. KISD reserves the right to award either “all or none” or portions thereof, whichever is in the best interest of the district. All proposals submitted for E-rate eligible products and services will be carefully considered, with price being the primary factor, and the proposal selected will be for the most cost-effective service offering consistent with §54.511 per the FCC’s competitive bidding requirements (47 C.F.R. § 54.503).

8. BID EVALUATION – SCORING

Criteria	Points
Purchase Price: E-Rate Eligible Goods and Services 25 = Lowest price 15 = Second lowest price 5 = Third lowest price	25
Purchase Price: Non E-Rate Eligible Goods and Services	5
Reputation of the vendor and the vendor’s goods or services 10 = Good reputation of vendor and vendor’s goods or services 5 = Fair reputation of vendor and vendor’s goods or services 0 = Poor reputation of vendor and vendor’s goods or services	10
Quality of the vendor’s goods or services	10
Extent to which the goods or services meet the District’s needs 10 = Goods or services meet most or all district requirements 5 = Goods or services meet some district requirements 0 = Goods or services do not meet the needs of the district	10
Vendor’s past relationship with the District 10 = Past positive relationship with district 5 = Past relationship with other school districts 0 = Past negative relationship with district	10
Total long-term cost to the District to acquire the vendor’s goods or services	10
Impact on ability of the district to comply with laws and rules relating to historically underutilized businesses	0
Safety and suitability for the intended use	10
Vendor's delivery capabilities, warranty and warranty service history	10
Non-responsive, incomplete, and incomprehensible bids	-20
For a contract for goods and services other than those goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or vendor's ultimate parent company or majority owner has its principal place of business in this state; or employs at least 500 persons in this state	0
TOTAL	100

EXHIBIT I ERATE BID TEMPLATE

Products & Services – Smith Middle School

Broadband Data Connection: 1Gigabit Ethernet data connection from Data Center # 1 located at 902 N. 10th, Killeen, TX 76541 to Smith Middle School, 6000 Brushy Creek Dr, Killeen, TX 76549. 12-month term.

BID RESPONSE:

Price per line: _____ per month for recurring charges –12-month term.

Price per line: _____ one-time installation and order charges.

Surcharges and Fees per line: _____ per month for recurring charges.

Other E-Rate eligible monthly charges - provide monthly cost each

Ineligible monthly charges – provide description and monthly cost each

Provide FULL Description of data connection proposed. Include additional pages as necessary. (example: "1 Gigabit leased lit Ethernet fiber connection to data center including installation and configuration to handoff located in data center.")

Products & Services – Alice Douse Elementary School

Broadband Data Connection: 1Gigabit Ethernet data connection from Data Center # 1 located at 902 N. 10th, Killeen, TX 76541 to Alice Douse Elementary School, 700 Rebecca Lynn Lane, Killeen, TX 76542. 12-month term.

BID RESPONSE:

Price per line: _____ per month for recurring charges – 12-month term.

Price per line: _____ one-time installation and order charges.

Surcharges and Fees per line: _____ per month for recurring charges.

Other E-Rate eligible monthly charges - provide monthly cost each

Ineligible monthly charges – provide description and monthly cost each

Provide FULL Description of data connection proposed. Include additional pages as necessary. (example: "1 Gigabit leased lit Ethernet fiber connection to data center including installation and configuration to handoff located in data center.")

EXHIBIT II E-RATE REQUIREMENTS

UNIVERSAL SERVICE (E-RATE) REQUIREMENTS

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-rate”) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. §254, “Universal Service”). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (“USF”) subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

USF Knowledge

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as “E- rate”).

USF Registration

Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).

USF Participation

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.

USF Documentation

Vendor shall provide to District staff and/or the District’s E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

Invoicing Procedures

Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (“FRN”)
- Detailed description of services performed and materials supplied that matches District’s contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non- discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor-generated invoice with company logo

- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

USF Discounted Invoicing and Reimbursement Processes

Vendor shall, at the District’s request, either

- a. Invoice the District only for the non-discounted amounts due on E-rate-approved transactions and simultaneously invoice the Universal Service Administrative Company on FCC Form 474 (“SPI” method) for the balance or
- b. Provide supporting documentation upon request by USAC or Killeen ISD for supporting documentation needed for submission by the District of FCC Form 472 [Reimbursement or “BEAR” Process].

Discounted Invoice Process (SPI Method)

– Invoicing

Within fourteen (14) days from the date that Vendor delivers to the District, E-rate approved materials or services, when delivery of such services triggers a payment obligation under Vendor’s contract with the District, Vendor must invoice the District for its share of the pre-discount cost of those materials or services.

– Timely Filing

Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing.

– Invoice Rejection

Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC’s refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

– District Approval

Vendor shall submit to the District for its review and approval before submitting it to USAC for payment a copy of every invoice that Vendor intends to submit for services that it has provided or, in appropriate circumstances, will be providing to the District. The District shall not unreasonably delay or withhold approval of Vendor’s USAC invoices. As Vendor is solely responsible for timely filing invoices with USAC, it understands that it must submit invoices to the District sufficiently in advance of any USAC filing deadline to ensure that there will be adequate time remaining for it to meet the USAC filing deadline after the District has had a reasonable opportunity to review and approve them.

Delayed USF Funding Commitment

Vendor understands that, due to circumstances beyond the District’s control, the District may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

– Retroactive Invoicing

When E-rate funding is approved, Vendor shall invoice USAC for the discounted amount the District is owed retroactive to July 1st of the funding year or to whenever approved service to the District began, whichever date is later.

USF Audit and Document Retention Requirement

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to the District. All such records shall be retained for TEN (10) years following completion of services and shall be subject to inspection and audit by the District. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing the District the same right to inspect and audit those records as set forth herein. (Equipment continuously covered under maintenance funding from E-rate require maintaining records 10 years following end of life of that equipment.)

In addition to the foregoing, Vendor will create, implement and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges
- Maintaining detailed, signed individual timesheets for maintenance conducted
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's 470 and 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner

Contract Term Modification

The District will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission ("FCC") and/or the Universal Service Administrative Company ("USAC").