

**REQUEST FOR PROPOSALS
for Leased Dark Fiber
for BETHEL PUBLIC SCHOOLS
Bethel Public Schools, 1 School Street, Box 253, Bethel, CT 06333**

**DECEMBER 20, 2016
Request for Proposal: RFP #2016-004BOE**

Owner: Town of Bethel

Issued By: Bethel Board of Education

Contact Persons: David Arre, IT Supervisor, (203) 948-6296, arred@bethel.k12.ct.us
Theresa D. Yonsky, Director of Fiscal Services (203) 794-8603, yonskyt@bethel.k12.ct.us

Leased Dark Fiber Service

PROJECT SPECIFICATIONS

General Information & Intent

General Information

The Bethel Public School District Information Technology Department provides a full range of IT services, servicing all 5 school buildings in addition to the Board of Education office in the Town of Bethel Municipal Center. Each location within our network is currently connected by two strands of leased dark fiber arranged in a hub-and-spoke topology with the hub located at Bethel High School running over public utility right of way lines. The fiber is currently being utilized with Gigabit Ethernet links. We are in the process of implementing a Ten Gigabit Ethernet upgrade.

The five school buildings are located on one campus, although due to utility routing, BHS and Berry school are serviced from Judd Ave, while Rockwell, Johnson, and BMS are serviced from Plumtrees Ave.

The District wishes to obtain bid pricing both for a continuation of the dark fiber services as they now exist (2 strands per link) as well as pricing for an additional 2 strands per link (4 strands total per link).

Intent

The Bethel Public School District is seeking proposals for E-Rate Category 1 leasing of dark optical fiber strands for the interconnection of facilities located within the district. The district will compare leased dark fiber bids to bids for leased lit fiber, as stated on the FCC Form 470 and choose the most cost effective solution. The successful respondent shall provide leasing agreements with Bethel Schools for the exclusive and unrestricted use of the installed optical fiber. Each facility shall be provided two (or four) dedicated single mode optical fiber strands without intermediary switching.

Special Requirements

Response Format

Respondents should return (attach to your electronic proposal) an annotated copy of this document, with each paragraph noted for compliance, conditioned compliance (appropriately explained), or exception. Respondents must also submit a list of client references.

Supporting Documentation

Respondents are encouraged to provide documentation they believe is necessary to fairly evaluate its proposal. We request, however, that such documentation be directly applicable to evaluating the respondent: submission of such items as corporate annual reports is discouraged.

Organization

The structure of the responding organization is an important factor that the reviewers of this RFP will consider in making an award. Respondents will provide the following information:

- The location and number of persons operating from the regional sales office.

- The location and number of persons operating from the regional service office including technical support and engineering staff.

- The location and number of persons operating from the regional administrative office including middle and senior management.

- The geographic boundaries of the regional service area and the number of technicians working in this area.

Respondents are required to submit an organizational chart of the account team that will service the account. This chart must include the names, telephone numbers and email addresses of all staff who will directly service the account and management up to the Director or Vice President Level.

The successful respondent will be required to submit an emergency contact plan to help resolve critical support issues. This plan must include the names, titles, office and cellular telephone numbers and email addresses of all staff who could directly participate in the problem resolution process. This plan should also account for support outside normal business hours.

E-Rate Compliance

This RFP has been released in compliance with the schedule of bidding and service acquisition required by the federal E-Rate program (also referred to as the Universal Service Fund, Schools and Libraries Division [SLD]). The Bethel Public School District is eligible to receive discount for telecommunications services through this program. Consequently, purchase orders for services awarded under this RFP for school sites will be effective July 1, 2017.

The successful respondent must participate in the USF discount program, and must accept the service provider invoicing (SPI) option of payments under that program. The successful vendor must demonstrate compliance with any and all reporting requirements of the SLD. Failure to do so will not create any liability on the part of the Bethel Public Schools pursuant to the approved SLD portion of payments due.

Respondents are required to provide their USF Service Provider Identification Number (SPIN).

References

Respondents are required to submit three references from clients of similar size and scope of service. The reference should include the name of the primary contact, the name of the company, telephone number, email address and a general description of the services provided.

Criminal Background / Sex Offender Registry Check

The Bethel Public School District requires that all persons, whether employees or contractors, working on their premises be subject to a State and Nation criminal background check and checked against the State of Connecticut Sexual Offender Registry. Respondents must submit a letter from competent authority (e.g. company President, VP of HR or Corporation Counsel) describing respondent's program for checking employee criminal backgrounds and sex offender registry status, and attesting that all employees who will work on school grounds have been so checked.

Bethel Board of Education policy bars any individual listed in any Sexual Offender Registry from school premises. Exceptions may be granted by the Superintendent of Schools on case-by-case basis after thorough review.

Scope of Required Services

Service Inventory

Bethel Public Schools currently utilizes 5 point-to-point leased fiber-optic lines. All links are single mode optical fiber supporting 1 Gbps or 10 Gbps Ethernet traffic over two strands. The District is seeking bid pricing for both 2 strand and 4 strand links between the existing points.

Dark Fiber will be lit with the following transceivers: (6) HPE X132 10G SFP+ LC LR Transceivers (J9151A) (or equivalent) as detailed in the Form 470 equipment list. OEM modules preferred.

Alternative Topologies to be Considered

Respondents are welcome to respond with alternative network layouts. Such proposals must include a complete A – Z list in MS Excel format, and a design drawing in either Adobe PDF or MS Visio formats.

Lit fiber bids for equivalent service will be accepted and compared to Dark Fiber responses per E-Rate rules/guidelines.

Fiber Performance

All fiber-optic cable used to provide the services requested herein shall conform to ITU specification G.652.D or higher, and shall be certified to carry 10 Gigabit Ethernet bandwidth at minimum. Vendors should provide information on the age, type, and performance of fiber they are proposing to lease, including a description of all applicable splice loss budgets.

Fiber Termination

Cables shall be terminated in a 19” rack-mount 1 or 2 RU high cabinet supplied by the service provider. Terminations shall be type SC.

RESPONDENT QUALIFICATIONS

Staffing and Support

The District requires that the respondent maintain twenty-four hours a day, year-round (24x7x365) support for the services.

24-Hour NOC

The successful respondent shall staff and maintain a Network Operations Center (NOC) on an around the clock basis. Respondent will identify the city where their primary NOC is located.

Access to Support

Respondent shall provide the District with a 24-hour toll-free telephone support number to access support in case of circuit failure.

4-Hour Response For Troubles

Respondent shall provide 4-hour response on calls for service of CPE or transport.

Respondent shall repair or replace CPE and/or restore transport within 24 hours of the District's initial call for service. Respondents shall indicate their acceptance of this condition, or provide a written description of their service level guarantees.

The District reserves the right to withhold payment for service should a CPE or transport problem not be resolved within 24-hours of the District's initial call for service.

Evaluation Criteria

The following evaluation criteria will be used. The final weight attributed to each criterion will be determined prior to the evaluation of responses. Price will be the single heaviest weighted factor. The evaluation criteria are:

- A. Price.
- B. Compliance with listed requirements.
- C. Demonstrated technical capability
- D. Rating of previous performance or references.
- E. Proximity of sales and service offices.

Term of Contract

Prices are being requested for three, five, ten, and twenty year terms of contract, for both continuation of 2-strand link service as well as a 4-strand service.

Insurance Requirements for Selected Firm -Please include assurance that all the following insurance requirements will be met.

1 Commercial General Liability Insurance

The firm doing the installation work shall provide Commercial General Liability insurance with a combined single limit of 1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

2 Worker's Compensation Insurance

The firm doing the installation work shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers.

3 Certificates of Insurance, with the Town of Bethel/Bethel Board of Education named as additional insureds shall be delivered to the Town/Board prior to the commencement of the work and keep in force throughout the term hereof.

4 The above insurance requirements shall also apply to all sub-consultants and/or subcontractors to the installation firm and the installation firm shall not allow any sub-consultants and/or subcontractors to commence work until the sub-consultants and/or subcontractors insurance has been so obtained and approved.

Time to Submit Response to Request for Proposals

Responses to Requests for Proposals should be either mailed or hand delivered in a sealed envelope to Theresa D. Yonsky, Director of Fiscal Services, Bethel Public Schools, 1 School Street, P.O. Box 253, Bethel, CT 06801. Please mark outside of envelope with "RFP-2016-004 BOE" Responses are due and must be received no later than 12 p.m. EST on Friday, February 3, 2017.

Questions from Firms to the Town/Board

All questions concerning this Request for Proposal should be submitted to Theresa D. Yonsky in writing to yonskyt@bethel.k12.ct.us. Answers to all questions will be distributed to all proposers. The Owner shall not be bound by any oral instruction given to any proposer and all such oral instructions shall have no force or effect.

Additional Terms and Conditions

The Town of Bethel reserves the right to negotiate and contract with anyone or no one in the best interests of the Town of Bethel. The Town of Bethel may elect to meet with any, all or none of the firms to clarify their proposals. The Town of Bethel reserves the right to reject any or all of the proposals submitted. The Town of Bethel reserves the right to negotiate the cost of this proposal and to award the work to a firm other than the firm with the lowest cost, if it is in the best interest of the Town. Any acceptance is subject to further approvals pursuant to the Town of Bethel Charter and or Codes. Any associated cost incurred in the preparation or submission of this proposal is at the sole expense of the proposer.

Indemnification

All proposers shall indemnify and hold harmless the Town of Bethel/Bethel Board of Education and its agents and Employees from and against all claims, damages, losses and expenses, including Attorney's fees arising out of, or resulting from the performance of the work.

Non-discrimination Clause

The Bethel Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Bethel Public Schools do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws and provides equal access to the Boy Scouts and other designated youth groups. The Bethel Public Schools do not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Bethel Public Schools nondiscrimination policies should be directed to:

Dr. Kristen Brooks (Title IX District Coordinator)
Assistant Superintendent of the Bethel Public Schools
1 School Street
Bethel, CT 06801
Phone: [\(203\) 794-8613](tel:(203)794-8613)
email: brooksk@bethel.k12.ct.us

Mrs. Susan Budris (Section 504 District Coordinator)
Director of Special Education and Pupil Services
1 School Street
Bethel, CT 06801
Phone: [\(203\) 794-8616](tel:(203)794-8616)