

Bethel Park School District
Request for Proposals
Eligible Leased Lit and Leased Dark Fiber
FY 2025
Form 470: 250004248

1.0 Introduction

- 1.0 Bethel Park School District issues this Request for Proposals (“RFP”) for leased lit and leased dark fiber services. Several criteria and restrictions pertinent to the program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.1 Issuing Officer and Technical Contact, Consultant, for Questions and Information:

Mr. Christopher Bolin
Director of Technology
bolin.christopher@bphawks.org

And

Ms. Kristin Van Strien
E-Rate Consultant
kristin@vanstrien.net

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to both the Issuing Officer(s) and E-Rate Consultant. Correspondence may only be made via e-mail for record-keeping purposes. Failure to confine communication may result in proposal disqualification.

- 1.2 One complete copy of the proposal must be submitted to the Issuing Officer and the E-Rate Consultant either electronically or as a hardcopy by Friday, December 6, 2024 at 9 AM E.S.T
- 1.3 The District will review the proposals for compliance with the procedural requirements set forth in this document and may reject any proposal that materially fails to comply.
- 1.4 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award via email or phone. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board.

- 1.5 All personnel contractors that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include, but is not limited to, Act 34 Criminal Record Check, Act 151 Fingerprints, and Act 114 Child Abuse History Clearance. In addition, vendors must adhere to any Covid-19 mitigation measures set forth by the state of PA.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District.

- 1.6 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor.

1.7 Reasons for Disqualification of Proposals

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

- Vendor's proposal is submitted after the proposal deadline.
- Vendor is not authorized to do business in Pennsylvania.
- Vendor is not an authorized reseller of manufacturer equipment for which they are bidding.
- Vendor's proposal includes used or refurbished equipment or is being sold through a "gray" or unauthorized market.
- Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- Vendor cannot provide all equipment and services listed within the RFP.
- Vendor receives an "unqualified" rating by references, whether they be vendor- provided references or District-researched references.
- Vendor does not confine communications to the issuing officers.

- Vendor's proposal includes the use of subcontractors for work associated with this RFP. If an equivalent product is presented, The Vendor does not provide documentation that equivalent product meets technical and specific equivalency against the preferred product.
- Vendor's proposal includes erroneous or excessive products, services or equipment that does not pertain to the requirements outlined within the RFP.

2.0 Scope of Services

The Bethel Park School District is seeking Leased Dark Fiber and Leased Lit Fiber proposals to connect the designated District data center at the Bethel Park High School to our other locations.

- 2.1 Proposals are requested that are a turnkey, comprehensive solution that addresses all requirements set forth in this section and/or any appendices.
- 2.2 The District is looking for a fiber optic network utilizing Leased Dark or Leased Lit fiber to connect the High School Data Center to 9 additional sites. The preferred topology for this network is a “hub and spoke” with point-to-point circuits to each school site from the designated hub site.
- 2.3 Venders must provide a minimum of 4 strands of fiber between locations.
- 2.4 The fiber connections must be 100% operable by July 1, 2025.
- 2.5 The vendor is responsible for providing all documentation, maps, and files to properly document fiber connections.
- 2.6 All proposed plans should include detailed billing options and cost breakdowns for any and all services and equipment.
- 2.7 Connections must support a minimum of 10GB of bandwidth between locations and sites.
- 2.8 The listed sites must have the option to downgrade bandwidth as needed during the term of the contract if Leased Lit Fiber option is chosen.
- 2.9 Pricing for 12 Months (One Year) contract term for Leased Dark Fiber and Leased Lit Fiber. Unless otherwise agreed upon, the contract start date will be July 01, 2025, contingent upon E-Rate funding.

- 2.10 Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the Bethel Park School District and documented with new price sheet sent to the District Office.
- 2.11 All equipment/services costs must be new and included and identified separately.
- 2.12 Manufacturer must warrant all parts and equipment.
- 2.13 Vendor must be a certified reseller of parts and equipment.
- 2.14 With construction and building reconfiguration occurring within the next 1-2 years at BPSD, this agreement will not exceed one year in length plus up to 12 one-month optional extensions as necessary to accommodate construction.
- 2.15 Contract and extension must allow for termination of any location, without penalty, with 60 days written notice by the District.
- 2.16 The district is seeking proposals with minimal construction/install parameters.

Service Level and Maintenance: Dark Fiber

The District requires ongoing maintenance and operations of the fiber. When pricing maintenance and operations, the respondent should include an overview of fiber maintenance practices including:

- Call before you dig locations services.
- Routine maintenance and inspection.
- Scheduled maintenance windows and scheduling practices for planned outages.
- Fiber monitoring including information on what fiber management software is used, what fiber monitoring system is used, and who performs that monitoring.
- Handling of unscheduled outages and customer problem reports, description of what service level agreement is included, and what alternative service levels may be available at additional cost.
- What agreements are in place with applicable utilities and utility contractors for emergency restoration.
- Repair of fiber breaks.
- Replacement of damaged fiber.
- Replacement of fiber which no longer meets specifications.
- Policies for customer notification regarding maintenance.

3.0 Service Level Agreement should include the following:

- Commitment to proactively monitor fiber 24/7/365
- In case of outage or service impacting incident, commitment to inform fiber lessee of any fiber outage or cut within 30 minutes of occurrence.
- In case of outage or service impacting incident, commitment to present lessee with plan for service restoration or improvement within one hour of occurrence
- In case of outage or service impacting incident a mean time to repair of 4 hours
- Provide an escalation list with qualifications summary of each person on the escalation list
- Provision of a 24/7/365 phone number in case lessee is first to discover outage or service impacting incident.
- Provision of financial or service credit penalty if this service level agreement is violated.

4.0 CONDITIONS, CONTRACT and BILLING

- 4.1 Billing and payment will happen on a monthly schedule in accordance with the District's published meeting schedule.
- 4.2 The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from Bethel Park School District and a USAC service substitution approval with the exception of a Global Service Substitution.

- 4.3 The vendor must be familiar with E-rate practices and applicable policies to stay within compliance of all E-rate rules and regulations.
- 4.4 Discounted billing is the preferred method of receiving ERATE funds.
- 4.5 The District reserves the right to:
- Amend, modify, or cancel this RFP or not award any contract.
 - Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers.
 - Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract.
 - The District intends to award a single contract for all equipment and services within this contract.
 - Negotiate terms and conditions to meet requirements consistent with this RFP.
 - Request providers to clarify their RFP proposals.

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following items and provide a description of the nature and scope of your firm's business endeavors, including history of company.

- 5.1 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 5.2 Provide proof that the Vendor is an authorized reseller of the quoted manufacturer, unless the manufacturer is the Vendor submitting the proposal.
- 5.3 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.4 Provide contact name and contact information for person authorized to negotiate terms and conditions.
- 5.5 Provide contact name and contact information where questions related to the proposal can be directed.
- 5.6 Provide copy of terms and conditions for proposed contract.

6.0 EVALUATION

Proposals will be evaluated on several different factors including service provided, quality of equipment and solutions proposed, references and reputation, and cost. For a proposal to be considered the following requirements must be met:

- 6.1 Submit a timely proposal and not be disqualified under Section 1.8.
- 6.2 The proposal must meet the requirements or requests as set out in section 2 of this document.
- 6.3 Proposals must include all the information requested in section 5 of this document.
- 6.4 All included documents and appendices must be completed in full and submitted with the proposal.
- 6.5 By Submitting a proposal, the bidder is indicating their willingness to be bound by the terms of the RFP.
- 6.6 A bidder that opts to submit a proposal for an alternative manufacturer or equipment has submitted required documentation that satisfies the requirements of all of the previous sections.

Appendix A

Sites for Connection:

Bethel Park High School	309 Church Road, Bethel Park, PA
Memorial Elementary School	3301 South Park Road, Bethel Park, PA
Benjamin Franklin Elementary School	5400 Florida Avenue, Bethel Park, PA
George Washington Elementary School	515 Clifton Road, Bethel Park, PA
Abraham Lincoln Elementary School	1524 Hamilton Road, Bethel Park, PA
William Penn Elementary School	110 Woodlet Lane, Bethel Park, PA
Neil Armstrong Middle School	5800 Murray Ave., Bethel Park, PA
Independence Middle School	2807 Bethel Church Road, Bethel Park, PA
Bethel Park SD Bus Garage	3064 Industrial Boulevard, Bethel Park, PA
Bethel Park SD Administration	301 Church Road, Bethel Park, PA