



North Allegheny School District

E-Rate WAN & Internet Document

Funding Year 2022

Response Deadline: February 15, 2022 at Noon EST

One complete hard copy must be delivered to:

North Allegheny School District Tech Services

200 Hillvue Lane, Pittsburgh PA 15237

In addition, an electronic copy must be e-mailed on or before Noon EST on 2/15/2022

To RFP@northallegheny.org.

Both copies must be identical and be labeled "E-Rate WAN-Internet Proposal".

All required vendor information, certifications and attachments must be included with the proposal. North Allegheny reserves the right to reject late-submitted proposals. The District intends to present the successful proposal to the School Board no later than its February 2022 meeting.

Please note: This document contains a request for two series. The first is a Leased Lit Fiber WAN. This is designated by FCC Form 470 Category 1 Service Option Leased Lit Fiber (with or without Internet Access). The second service is a Leased Let Fiber Service that includes Internet Access.

These two services will be evaluated separately, and vendors may bid on one part or both.

Any questions are due, in writing, by 2pm Friday, January 14, 2022.

Only questions submitted in writing to

RFP@northallegheny.org will be answered.

Include 'WAN-Internet E-Rate FY2022' in the subject line.

Vendors are responsible for monitoring the USAC EPC system for any updates/addenda relating to this document.

Introduction –

Scope of Services –

- a) North Allegheny School District is requesting 2 services. The first is a Leased Lit Fiber WAN. This is designated by FCC Form 470 Category 1 Service Option Leased Lit Fiber (with or without Internet Access). This service connects facilities within the district to one another to form a wide area network. This service does not include Internet Access.
- b) The second service is a Leased Lit Fiber Service that includes Internet Access. This is also designated by Category 1 Service Option Leased Lit Fiber (with or without Internet Access). This service connects the district hub or aggregation point to an Internet PoP of the service provider's/Vendor's choice where upstream Commodity Internet and other upstream services are accessed.
- c) Internet access is expected to terminate at the district hub site. WAN service is expected to originate at the district hub site and be delivered to the eligible service locations. All locations, with addresses and demarcation points, are listed in the attached pricing sheet. The new services are being planned to begin on July 1, 2022.

Network Design and Construction Routes -

- a) For Internet access, Applicant leaves point of presence (PoP) location and fiber routes up to respondent. However, due to current and future bandwidth needs, designs are encouraged to provide dedicated infrastructure to Applicant. This includes little to no aggregation or third-party equipment between Applicant site and PoP.
- b) For Internet Access, Applicant acquire and manage a static and contiguous /29 block of IP addresses for North Allegheny School District services.
- c) For WAN, designs are encouraged to utilize the private fiber approach where there exists no other aggregation or third-party equipment on fiber strands between sites and modulating equipment at each site is dedicated to Applicant and not shared in any way with other customers. If this is not possible, then designs should limit the use of shared infrastructure as much as possible.
- d) Applicant will consider traditional network designs (such as hub and spoke) or alternative proposals. The applicant's stated decision criteria (outlined in the RFP) will be used to determine if an award is made as-a-result of this RFP. The applicant has, in accordance with E-rate guidelines, rated cost of service as the highest weighted factor in its decision criteria.
- e) Respondents should clearly illustrate proposed network design and construction routes.
- f) Applicant is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the vendor to present their best solution while recognizing the cited termination locations.

Solution Specifications –

1. WAN
 - a. Applicant must have dedicated, symmetrical bandwidth of 1 Gbps.
 - b. The solution must be scalable to 10 Gbps.
 - c. Contract options are requested for 36-month and 60-month terms of service.
 - d. If a 36-month term is selected, the contract must include two one-year extensions of the 36-month term.
2. Internet access
 - a. Applicant must have dedicated, symmetrical transport bandwidth of 2 Gbps between the designated endpoints.
 - b. The solution must be scalable to 5 Gbps.
 - c. Contract options are requested for 36-month and 60-month terms of service.
 - d. If a 36-month term is selected, the contract must include two one-year extensions of the 36-month term.
3. Terms for both services
 - a. Each respondent is required to complete the attached pricing sheet.
 - i. Special construction, monthly recurring cost, and any additional non-recurring costs are required to be broken out and listed separately.
 - ii. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
 - iii. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix.
 - b. If an increase in bandwidth is requested during the contract period, the contract does not renew.
 - c. All solutions must adhere to the Service Level Agreement (SLA) terms.
 - d. The District reserves the right to amend, modify, cancel this proposal or not award any contract.

Service Level Agreement –

1. Proposed services must meet the following specifications:
 - a. The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
 - b. .25% frame/packet loss commitment
 - c. 3ms network latency commitment
 - d. 4ms network jitter commitment
 - e. There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason
 - f. Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service.
2. Network operations center: Solution will provide customer support functions including problem

tracking, resolution, and escalation support management on a 24x7x365 basis. North Allegheny School District (NASD) has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor provided services.

3. Trouble reporting and response: Upon interruption, degradation or loss of service, North Allegheny School District may contact Vendor by defined method with a response based on trouble level. Upon contact from North Allegheny School District, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
4. Escalation: In the event that service has not been restored in a timely manner, or the North Allegheny School District does not feel that adequate attention has been allocated, North Allegheny School District can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
5. Resolution: North Allegheny School District will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
6. Trouble reporting, escalation, and resolution: A detailed trouble reporting, escalation and resolution plan will be provided to the district.
7. Measurement: Time starts from the time North Allegheny School District contacts vendor and identifies the problem. Credits for outages of a certain duration or longer will be identified.
8. Reports: Upon request, an incident report will be made available to North Allegheny School District within five (5) working days of resolution of the trouble.
9. Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.
10. Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing Applicant.

General Terms for All Proposals -

1. Failure to include any requested information noted as required by the respondent is grounds for disqualification.
2. Description of Proposal
 - a. All sites must be included in the bid. Failure to include all sites in a bid option could be considered ground for disqualification.
 - b. Respondent will provide a description of their proposal for all services and solutions.
 - c. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail Applicant may find useful or necessary (or could differentiate the solution from a competing proposal).
3. Timeline
 - a. For each response, respondents must include a timeline for bringing all sites online.
 - b. Proposals requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year.
 - c. For solutions requiring special construction, a schedule of bringing sites online must be

included with an explanation of how this timeline shifts if the date of the E-rate funding commitment shifts.

4. Demarcation

- a. All solutions must terminate service or infrastructure in the demarcation point at each address specified in the pricing sheet.
- b. Solutions bringing service to the property line but not to the demarcation point are not acceptable.
- c. Respondent must specify specific demarcation setup included in base fees, e.g., wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.

5. Network Diagram

- a. For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint.
- b. Diagrams must show if circuits are routed through any aggregation hubs, equipment, or third-party facilities between district site and point of presence for Internet access and between hub site and all endpoints for WAN.

6. References

- a. For each response, respondent must provide 3 references from current or recent customers (preferably K-12) with projects equivalent to the size of North Allegheny School District.

7. E-rate Program Integrity Assurance (PIA) Review

- a. If their solution is chosen, respondents are required to promptly provide North Allegheny School District with any information being requested as part of PIA review.
- b. Vendors may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.
- c. For all responses that include special construction, the respondent agrees to, by submitting its bid, produce all construction labor, construction materials and other cost information requested during PIA review.
- d. All responses must agree, in writing, to this section with a yes or no answer. Answering no or failure to answer at all is grounds for disqualification.

8. Required Notice to Proceed and Funding Availability

- a. North Allegheny School District will follow the purchasing policies of the NASD School Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding.
- b. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's' issuance of a written Notice to Proceed.
- c. E-rate funding notification alone will not signify Notice to Proceed. The District will have the right to allow the contract to expire without implementation if appropriate funding (including any state matching funds for special construction projects) does not come available.

Reasons for Disqualification of Proposals –

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

1. Vendor's proposal is submitted after proposals have been opened and reviewed by the District.
2. Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
3. Vendor is not authorized to do business in Pennsylvania.
4. Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
5. Vendor does not have an E-rate SPIN number
6. Vendor does not agree to provide discounted billing to the District.

E-Rate Requirements –

1. Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices.
2. If Vendor learns of any federal, state or local investigation conducted by any regulatory authority of law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding. Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
3. Vendor shall maintain all bids, records, correspondence, receipts, maintenance logs, vouchers, memoranda and other data relating to Vendor's services and any subcontractors to the District. All records shall be retained for 10 years following completion of services and/or installation of equipment and shall be subject to inspection and audit by the District.
4. Vendor shall ensure that ineligible charges are not submitted to USAC; and that invoicing to USAC is consistent with the contract and the District's Form 471.
5. Documenting that E-rate funded services were provided within the allowable contract period and program year and documenting the proper FRN(s).
6. Ensuring that invoices and USAC forms are submitted to the District in a timely manner and that the USAC forms are filled out completely, accurately and on time.

Information to be included in the Proposal –

1. Detailed service proposal, using Appendix A. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-rate eligibility for each component.
2. Cost by service address and any special construction fee, and itemized taxes/fees.
3. Service delivery date commitment and, if needed, when installation will begin.
4. Network map/diagram.
5. Service level agreements and penalties.
6. Turn-key proposals are preferred, setting forth a comprehensive solution that addresses all requirements set forth in Appendix A.
7. Provide a description of the nature and scope of your firm's business endeavors, including history of company; Include a description of your firm's previous and ongoing relationship, if any, with the District.
8. Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
9. Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar services as requested in this document.
10. Provide a description of the firm's experience with the federal E-rate program.
11. Provide federal Tax ID Number, E-rate SPIN Number and RCC Registration Number (FCCRN).
12. Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any Federal department or agency, from transactions involving the use of Federal funds.
13. Provide contact name and contact information for person authorized to negotiate terms and conditions.
14. Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in February 2022-April 2022 in order to assist with the completion of the District's E-rate applications, as requested.
15. Provide copy of terms and conditions for proposed contract.
16. Pennsylvania Right-to-Know Law – Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right-to-Know Law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, price of winning bid is not confidential information.

Appendix A – Pricing Template is a separate attachment with pricing information requested.

Appendix A includes the following Site List:

- CAO – Central Administration – 200 Hillvue Lane, Pittsburgh PA 15237
- BWE – Bradford Woods Elementary – 41 Forest Road, Bradford Woods PA 15015
- FES – Franklin Elementary School – 2401 Rochester Road, Sewickley PA 15143
- HES – Hosack Elementary School – 9275 Peebles Road, Allison Park PA 15101
- IES – Ingomar Elementary School – 602 W. Ingomar Road, Pittsburgh PA 15237
- PES – Peebles Elementary School – 8625 Peebles Road, Pittsburgh PA 15237
- IMS – Ingomar Middle School – 1521 Ingomar Heights Road, Pittsburgh PA 15237
- MMS – Marshall Middle School – 5145 Wexford Run Road, Wexford PA 15090
- NASH – North Allegheny Senior High – 10375 Perry Highway, Wexford PA 15090

Internet Access Location:

- MMS – Marshall Middle School – 5145 Wexford Run Road, Wexford PA 15090

Pricing is requested for 2 GBPS in 36-month and 60-month terms.

WAN Location:

- CAO – Central Administration – 200 Hillvue Lane, Pittsburgh PA 15237
- BWE – Bradford Woods Elementary – 41 Forest Road, Bradford Woods PA 15015
- FES – Franklin Elementary School – 2401 Rochester Road, Sewickley PA 15143
- HES – Hosack Elementary School – 9275 Peebles Road, Allison Park PA 15101
- IES – Ingomar Elementary School – 602 W. Ingomar Road, Pittsburgh PA 15237
- PES – Peebles Elementary School – 8625 Peebles Road, Pittsburgh PA 15237
- IMS – Ingomar Middle School – 1521 Ingomar Heights Road, Pittsburgh PA 15237
- MMS – Marshall Middle School – 5145 Wexford Run Road, Wexford PA 15090
- NASH – North Allegheny Senior High – 10375 Perry Highway, Wexford PA 15090

Pricing is requested for 1 GBPS, 5 GBPS and 10 GBPS in 36-month and 60-month terms.