READING SCHOOL DISTRICT

REQUEST FOR PROPOSAL
WIDE AREA NETWORK SERVICES

AND

BULK INTERNET SERVICES

Response Deadline: MONDAY, NOVEMBER 7, 2016 AT NOON E.D.T.

NOTE: There will be a Pre-Bid Conference call on Wednesday, October 5th at 10AM. See section 1.14 for details.

1.0 INTRODUCTION

1.1 Background

The Reading School District ("District") issues this Request for Proposals ("RFP") for Wide Area Network Services at 24 buildings & Bulk Internet Services. The District is seeking 5-year, 7-year and 10-year pricing, all with up to 24-month optional extensions, for the WAN services. The District is also seeking 1-year, 2-year and 3-year pricing, all with up to 24-month optional extensions, for the Internet services.

Additionally, the District is also seeking proposals for the required electronics to light a dark fiber network, should a dark fiber network solution be chosen. The new network electronics should interoperate with existing HPE-Aruba network equipment currently owned by the District. Details of this procurement appear in Section 4 of this RFP.

These are three separate procurements included in this single RFP -- WAN services, Internet access and network electronics equipment. A single vendor is not required to respond to all procurements but may do so. Technical requirements for each request are detailed in Section 2 (WAN), Section 3 (Internet) and Section 4 (Electronics) of this RFP. If a single vendor wishes to submit a proposal for multiple services, they may submit bundled pricing but also must submit a proposal for non-bundled pricing to facilitate appropriate cost comparisons.

The District intends to apply for discounts on the services listed in this RFP through the federal Universal Service Support Mechanism for Schools and Libraries, commonly known as "E-rate." Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.2 Issuing Officer and Technical Contact

The Issuing Officer and Technical Contact for general and technical questions related to this RFP is:

Jeff Haas
Acting CIO
800 Washington Street
Reading, PA 19601
erate-rfp@readingsd.org

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate WAN-Internet RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

The RFP is available on the USAC website at: https://data.usac.org/publicreports/Forms/Form470Rfp/Index.   Vendors are responsible for periodically monitoring the USAC web site for any updates relating to this RFP.

1.3 Deadline for Proposals

The deadline for proposals to be submitted to the Issuing Officer is November 7th, 2016 at Noon EDT. Proposals for each procurement must be submitted separately with the appropriate headings.

One complete copy of all files comprising the related proposal must be delivered via e-mail on or before Noon E.D.T. on Monday, November 7th, 2016 to erate-rfp@readingsd.org. A public bid opening will be held at the District Administration Building (800 Washington Street Reading, PA 19601) at Noon on Monday, November 7th, 2016.

Files must be labeled "E-rate WAN Proposal," "E-rate Internet Proposal," or "E-rate Network Electronics Proposal."   All required Vendor information, certifications and attachments must be included with the proposal.

- The Vendor's name is required to be included on all documents.
- All required Vendor information, certifications and attachments must be included with the proposal.
- The electronic versions of the price proposals must be in Excel format, with no password or other restrictions on the files in the original format as attached to this RFP.

1.4 Format of Proposal

The RFP is very specific about the requirements of these procurements. If a Service Provider does not agree to any of the terms listed in this RFP, they must provide the specific item number and the specific, detailed reason they cannot agree to that term in their Proposal. Service Providers' compliance with the specifications of this RFP will be taken into account as part of the evaluation process. The District also specifically requests that all replies to this RFP be succinct and not contain extraneous information that is not requested in this RFP. Attachments should be completed in the provided format with Vendors only modifying the areas which are blank for Vendor responses.

1.5 Vendor Presentations

District reserves the right to ask clarifying questions of Service Providers and to request in person or remote presentations upon review of proposals. The District expects that these presentations will occur within two weeks of the initial proposal due date in November. The District reserves the right to accept revised proposals following these presentations.

1.6 Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Service Provider prior to the established due date and time.

1.7 Rejection or Acceptance of Responses

District will review the proposals for compliance with the procedural requirements set forth in this RFP and may reject any proposal that materially fails to comply. Any deviation from the performance requirements or other terms of the RFP, informalities or defects, if in substantial compliance with the terms and intent of the RFP, may be accepted or rejected by District at its discretion.

1.8 Notification of Successful Bidder(s)

The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of award letter via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement. Unsuccessful bidders also will be notified via email after a contract has been signed with the successful vendor.

1.9 Security and Pennsylvania Act 34 Clearance/Act 151/Act 114 Clearances

All personnel (contractors and subcontractors) 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 law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance. While working in schools, all personnel must wear identifying clothing and/or badges identifying their name and company.

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 each school has cleared the personnel for work in District's locations.

1.10 Tax Exempt Status

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 outline and include all applicable taxes, fees and surcharges from which the District is not exempt or that will be imposed or assessed by Vendor, as required in RFP Attachments.

1.11 Additional Information for Service Providers

District reserves the right to:

- Amend, modify, 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 via RFP amendment;
- Award a contract for any or all parts of the RFP to one or more service providers and negotiate terms and conditions to meet requirements consistent with this RFP;
- Utilize any and all ideas submitted in the RFP proposals received;
- Request providers to clarify their RFP proposals;
- Purchase the most cost-effective proposal(s) and not necessarily the lowest-priced proposal(s) in accordance with E-Rate rules where price of E-rate eligible services is the factor given the most points in the evaluation among all of the various factors considered in the evaluation.

1.12 Reasons for Disqualification of Proposals

If any of the following conditions occur, Service Provider's proposal may be disqualified from being evaluated.

1.12.1 Service Provider's proposal is submitted after the deadline and proposals have been opened by District.

1.12.2 Service Provider is on Red Light Status with the FCC.

1.12.3 Service Provider is not authorized to do business in Pennsylvania or is not authorized to provide services requested in this proposal to all buildings within the District.

1.12.4 Service Provider does not have a Service Provider Identification Number ("SPIN").

1.12.5 Services are not all provided under a single E-rate SPIN number. Separate SPIN numbers are permitted for each separate procurement.

1.12.6 Service provider cannot provide services to all locations listed in Attachment A or B.

1.12.7 Service provider cannot provide all services by January 1, 2018 to all locations listed in Attachment A or B.

1.12.8 Service Provider has not disclosed whether any of the services are being leased or resold from other vendors and if so, has not disclosed exactly what services are being resold.

1.12.9 Service Provider has not disclosed all taxes, fees, surcharges, etc. and their amounts or percentages in their proposal.

1.12.10 District reserves the right to disqualify a Vendor for the use of subcontractors that do not meet the requirements of this RFP or other legitimate business concerns.

1.12.11 Vendor is not deemed a "qualified" bidder as a result of reference checks and other research conducted by the District.

1.12.12 If a Service Provider becomes subject to any FCC or USAC investigation they must notify the District within 15 days. The District reserves the right to disqualify any Service Providers under investigation.

1.13 Timeline for Procurement/Contract Signing

The District intends to review all proposals immediately following the submission deadline and, if required, conduct interviews as detailed in Section 1.5. A tentative award will be made in November 2016 with the contract being signed by late December 2016. The service must begin being installed on January 1, 2017 to ensure the service is operational on January 1, 2018 (please review sections 2.6 & 3.5 for more details on install timeline).

1.14 Pre-Bid Conference Call

The District will hold a pre-bid conference call for interested vendors on Wednesday, October 5th at 10 AM. Vendors interested in responding to the Category A (WAN) & B (Internet) requests are strongly encouraged to join. **RSVP is required via email to erate-rfp@readingsd.org by close of business Tuesday, October 4th.**

2.0 SCOPE OF SERVICES REQUESTED – CATEGORY A: WAN SERVICES

2.1 Network Configuration and Technical Requirements

The District is seeking WAN service for 24 locations throughout the City of Reading. Vendors may propose dark fiber services leased by the District (IRU or traditional lease) or lit fiber services. In the case of lit fiber services, the solution may be point-to-point or point-to-provider cloud.

Each District location must have a point-to-point connection terminating at the District's Administration building or the District's High School. The termination point for each site is defined in Attachment A. In the case of a lit fiber solution or provider cloud solution, these point-to-point links should operate at 10Gbps. In the case of a dark fiber solution, the fiber should be capable of 40Gbps operation and include 2 fiber strands.

Between the District Administration building and the District High School, there must be two point-to-point connections which take diverse paths and use diverse building entrances. In the case of a lit fiber solution or provider cloud solution, these point-to-point links should each operate at 40Gbps. In the case of a dark fiber solution, the fiber should be capable of 40Gbps operation and include 2 fiber strands for each connection.

Below are the technical requirements for the requested WAN services:

2.1.1 Proposals must include all buildings and services requested in Attachment A. The District intends to sign one contract with a single prime vendor for Category A: WAN Services.

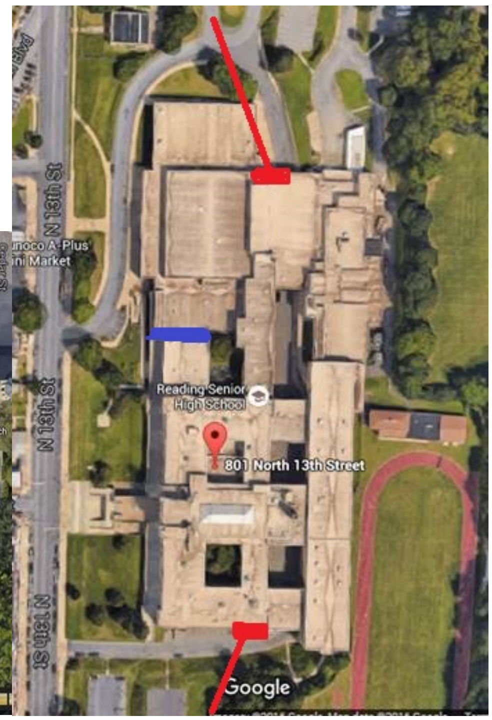
2.1.2 Proposals must include detailed network diagrams depicting both logical and physical designs. Google Earth compatible KMZ files are required for the physical designs. A desired core backbone ring design is included with this RFP in KMZ format.

2.1.3 Vendors proposing leased dark fiber must include maintenance throughout the contract term on the fiber. Details on Vendor's Operations and Maintenance Practices must be included. The District will require on-going maintenance and operations of the fiber for the entire length of the initial contract. When pricing maintenance and operations, the respondent should include an overview of their fiber maintenance practices, including:

- 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 the monitoring,
- Handling of unscheduled outages and customer problem reports,
- 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,
- Process for changing procedures, including customer notification practices;

The pricing for dark fiber maintenance should include the annual cost per linear mile for dark fiber maintenance and operations.

2.1.4 The dual connections between the District Administration building and District High School must take diverse paths and have diverse building entrances. In the case of a provider cloud solution, the Vendor must demonstrate that there is no single point of failure in the network connections between the buildings (e.g. single Vendor hub site servicing both locations, single Vendor aggregation switch servicing both locations, etc.). Acceptable fiber entrance locations are marked with red in the below images of the hub sites. Site surveys are encouraged at both locations prior to proposal submission to ensure Vendor has an adequate understanding of building size and complexity for fiber installation. The demarc locations for each building are approximately highlighted blue.



2.1.5 In the case of a dark fiber solution, each circuit must be duplex (two-strand) with no single-strand transceivers required for operation.

2.1.6 The Vendor must indicate the total distance of each point-to-point circuit in Attachment A so that the District may procure the appropriate electronics. The District requires that all primary circuits are under 10Km in total length. This requirement does not apply to lit fiber proposals.

2.1.7 Fiber that is buried must be 3’ (three feet) deep or more. Micro-trenching installations are not permitted.

2.1.8 In the case of a lit fiber solution, the Vendor’s solution must be Layer 2 (L2) based with VLAN transparency and QoS transparency.

2.1.9 In the case of a lit fiber solution, the Vendor’s handoff equipment must use the 10GBASE-SR standard for 10Gb circuits and the 40GBASE-SR4 standard for 40Gb circuits. The Vendor does not need to provide fiber patch cables. Alternatively, the Vendor may use a link aggregate (LAG) running the LACP protocol to provide the 40Gb circuits with 4x 10Gb connections each. The District cannot accept any handoff higher than 10GBASE-SR outside of the hub sites and a maximum of 40GBASE-SR4 at the hub sites.

2.1.10 In the case of a lit fiber solution, the Vendor's solution must provide dedicated bandwidth on each circuit that is not shared among buildings (e.g. DWDM/CWDM, point-to-point dedicated, etc.).

2.1.11 In the case of a lit fiber solution, the Vendor's handoff equipment must be owned by the Vendor. The equipment must be rack mountable (preferably a 1U design) and have dual power supplies. Equipment details must be included in Attachment A.

2.1.12 All cable installed within buildings must be plenum rated and installed to code. This includes supporting the cable in the ceiling with J-hooks or other required supports.

2.1.13 Vendor must identify all subcontractors and any partners used to deliver services in their proposal. This includes leased fiber, fiber maintenance, fiber installation, site surveys, etc. As noted in section 1.12, District may disqualify a Vendor if they do not identify all subcontractors/partners in proposals.

2.1.14 All Vendor proposals must be 100% fiber based. The District will not accept proposals for services other than lit or dark fiber, including point-to-point wireless links.

2.1.15 All Vendor proposals must include a detailed description of their testing and turnup procedures. These descriptions should include a rough timeline for when these procedures will be completed. Additionally, the District requires copies of all final OTDR tests completed on circuits.

2.2 Support Metrics & Network Performance

Vendors shall describe their problem resolution procedures. Vendors shall provide:

2.2.1 Dedicated point of contact for problem resolution

2.2.2 A description of Vendor's emergency capabilities

2.2.3 The location of the nearest support depot and service personnel

2.2.4 30-minute or better proactive monitoring notifications

2.2.5 Mean time to repair (MTTR) of 4-hours or better for equipment failure and 6-hours or better for fiber failure

2.2.6 30-minute or better response to outage/trouble notifications from District

2.2.7 24/7/365 support for all circuits and services with a 24/7/365 staffed NOC

2.2.8 1-week Advanced Notification of all planned outages that affect District services

2.2.9 99.9% or greater availability

2.2.10 Sub-10ms (RTT) latency on each circuit

2.2.11 90% or greater sustained throughput on each circuit

2.2.12 Sub-2ms jitter on each circuit

2.2.13 Under 0.1% packet loss on each circuit

2.2.14 A description of Vendor’s support staff qualifications and training, including outside plant maintenance & repair, OTDR expertise, etc.

2.2.15 A copy of the Vendor’s support escalation procedures including contact information and job titles

2.2.16 Copy of SLA with proposal, including at a minimum $100 credit per hour of outage (credits begin after 6-hours), rounded up to full hours. The SLA should apply 24/7 with automatic service credits. The specific terms of the SLA will be negotiated between the District and Vendor.

2.3 Billing Support

Monthly consolidated billing that is easy to reconcile is required, along with available live customer support. Proposers shall submit examples of billing documents, and shall describe the available customer support including online billing and administrative access to District’s account information. Clarity of content, readability and document appearance of the Vendor’s billing information will be reviewed. District requires online access to all billing information, ordering information and billing statements.

Vendor must ensure that E-rate discounts are provided only to eligible entities for eligible services. For this reason, a separate invoice for ineligible entities must be provided to the District each month. This will ensure that only eligible entities are receiving discounted bills. District has identified locations which are not eligible for E-rate discounts in Attachment A.

Discounted billing is required by the District.

2.4 Pricing Format

Proposal must specify all taxes, fees and surcharges, including any fees, taxes or surcharges, paper statement fees, special taxes, PA Gross Receipts Tax, Universal Service Fees, Universal Service Administrative Fees, regulatory recovery fees, property taxes, etc. Proposals must include all costs that the District will be invoiced for.

The District will not pay any such fees or charges over the course of the agreement that are in addition to the single postal-rate price provided in the contract. This is done for budgeting purposes, but also so an apples-to-apples comparison can be done of Vendor proposals. Any proposal that does not meet this requirement will have points deducted in the bid evaluation and will be required to submit a revised proposal with this information included.

Vendor must propose pricing that does not include any up-front, non-recurring charges (NRC). All charges must be rolled into the monthly recurring charges (MRC). District requires that the MRC for all non-hub sites be the same for each location in order to simplify billing and budgeting. Additionally, the District requires that the MRC will be the same for each of the two hub sites, but it may be different than the MRC of the non-hub sites. Vendor must propose pricing on a per-site basis and may not propose one lump MRC to cover all sites. If billing begins prior to USAC issuing funding commitment, the District will pay the full MRC cost (both discounted and non-discounted share) until the funding commitment is issued. At that time, the District expects the Vendor to issue service credits for the discounted portion of the MRC.

Vendor must also include alternate pricing with up-front, non-recurring charges (NRC) in their proposal. Any proposals including alternate pricing must separate special construction charges from other up-front charges. Should the District choose to pay an NRC, the District will request the successful Vendor spread the non-discounted portion of NRC over a period of four years as allowed by E-Rate rules if the District selects pricing with NRC (this includes all NRC costs for non-eRate eligible locations). Vendors should indicate their willingness to spread the NRC costs over four years and disclose any and all fees or interest charges that would be assessed on these payments. Additionally, due to budget constraints, the District will be unable to pay the up-front, discounted portion of NRC. The Vendor will need to seek reimbursement directly from USAC. Maintenance costs should be broken out from any NRC proposed and presented as an MRC to satisfy E-rate requirements.

Vendors may be asked to provide a breakdown of special-construction charges in order to satisfy E-rate review requirements. This includes invoice-level detail on associated costs, including:

- Route assessment, maps, ROW access and/or easement requirements
- Whether fiber will be buried, strung through conduit (existing or newly installed), and/or strung aerially on poles (existing or newly installed), and any associated terms and costs (e.g., pole attachment agreements imposing make-ready costs, trenching and/or boring costs)
- Quantity and cost of other plant elements (e.g., handholes, splice enclosures, vaults)
- Charges for engineering, environmental assessments, traffic control and permits, surveys, testing, etc.

2.5 Service Sites

Vendor must be willing to set forth proposed pricing and to sign a contract which anticipates that the parties may add or remove Service Sites or to change Service Site locations during the term of the contract without penalty and at the same per building rate included in the contract.

The MRC for any additional District locations added over the course of the contract must remain the same as in the initial proposal (equal to non-hub site MRC) with the District paying for any up-front construction fees incurred by the Vendor. If a District location must be moved during the course of the contract, the Vendor may not change the MRC or assess any fees for the location change. The District will pay for any up-front construction fees incurred by the Vendor to complete the fiber relocation. The contract end date must remain the same for any new or relocated locations. This requirement applies to both lit & dark fiber proposals.

The District must be allowed to have the net number of locations on the contract decrease by two without the contract being voided or having the MRC changed. Additionally, no fees can be assessed if the net number of buildings drops by up to two over the course of the contract.

2.6 Timeline for Installation of Services & Delivery Service Level Agreement (DSLA)

Installation of service shall begin on January 1, 2017 so that service is fully operational by January 1, 2018 at the latest. Installation shall not begin, however, until after a contract between the parties has been executed. The District will not accept any billing until all circuits have been completed and testing/turnup procedures have been completed and accepted by the District for all 24 sites.

Vendor shall provide a project manager to assist with conversion of services and must identify that individual in their proposal. There may be a need for some of the installation to occur after hours. The rate for after-hours installation shall be the same as the installation costs during business hours.

The latest service acceptance date of January 1, 2018 is non-negotiable. All services must be operational by this date.

Services which are not completed and accepted by the District as of January 1, 2018 will be considered late and result in the invocation of a Delivery Service Level Agreement (DSLA). The specific terms of the DSLA will be negotiated between the District and Vendor. At a minimum, the DSLA will provide the District with bill credits equal to 5/30th of the MRC or $1,000.00, per day, per site where the service is not operational (whichever is greater).

Weekly status meetings must be held between the Project Manager and District for the duration of the project.

2.7 Contract Term

The District requests proposals for the following initial contract terms: 5-years, 7-years and 10-years. Each of these terms should include month-to-month (MTM) extensions up to 24-months in total.

2.8 Diverse Ring Connections

The District requests proposals for each satellite location (all 22 locations except for the two hub sites) to have diverse connections to each hub site. Diverse building entrances or diverse lateral paths are not required. These connections follow the same requirements as the primary connections, including that they be dual strand (in the case of dark fiber proposals). Pricing for these diverse connections must be submitted separately as they are not eRate eligible. Include circuit distance with these proposals as well as logical & physical diagrams (Google Earth compatible KMZ files should be provided for physical diagrams). In the case of a provider cloud solution, the Vendor must demonstrate that there is no single point of failure in the network connections between the buildings.

Monthly invoicing for these ineligible connections should be included with the separate invoice containing the other non-eligible services.

3.0 SCOPE OF SERVICES REQUESTED – CATEGORY B: INTERNET SERVICES

3.1 Network Configuration and Technical Requirements

The District is seeking Internet service at its Administration building. Vendors must propose pricing on 1Gb, 2Gb and 3Gb symmetrical Internet circuits.

Below are the technical requirements for the requested Internet services:

3.1.1 Vendor must support the use of BGP routing supporting both IPv4 and IPv6. District has an ARIN assigned ASN and ARIN assigned IP block. No additional IP's are required from the Vendor beyond an IPv4 /30 to facilitate BGP with Internet routable IP's and an IPv6 /126 or /127 to facilitate BGP.

3.1.2 Circuit handoff equipment (CPE) must support 1000BASE-T (1Gb copper Ethernet) or 10GBASE-SR.

3.1.3 Circuit handoff equipment (CPE) must be rack mountable (preferably a 1U device) with redundant power supplies.

3.1.4 All cable to support the services installed within buildings must be plenum rated and installed to code. This includes supporting the cable in the ceiling with J-hooks or other required supports.

3.1.5 Vendor must identify all subcontractors and any partners used to deliver services in their proposal. This includes leased fiber, fiber maintenance, fiber installation, site surveys, etc. As noted in section 1.12, District may disqualify a Vendor if they do not identify all subcontractors/partners in proposals.

3.1.6 If the Vendor proposing Internet services is also proposing WAN services through Category A of this RFP, the Vendor must supply a dedicated circuit solely used for the Internet services. The handoff cannot be shared with a handoff used to provide WAN services.

3.1.7 Vendor must have at least two direct peering relationships with Tier 1 backbone providers. Backbone providers must be identified in Vendor's proposals.

3.2 Support Metrics & Network Performance

Vendors shall describe their problem resolution procedures. Vendors shall provide:

3.2.1 Dedicated point of contact for problem resolution

3.2.2 A description of Vendor's emergency capabilities

3.2.3 The location of the nearest support depot and service personnel

3.2.4 30-minute or better proactive monitoring notifications

3.2.5 Mean time to repair (MTTR) of 4-hours or better for equipment failure and 6-hours or better for fiber failure

3.2.6 30-minute or better response to outage/trouble notifications from District

3.2.7 24/7/365 support for all circuits and services with a 24/7/365 staffed NOC

3.2.8 1-week Advanced Notification of all planned outages that affect District services

3.2.9 99.9% or greater availability

3.2.10 90% or greater sustained throughput on each circuit

3.2.11 Copy of SLA with proposal, including a minimum of 10% credit (based on full MRC) per hour (beginning after 5 minutes outage), rounded up to full hours. The SLA should apply 24/7 with automatic account credits. The specific terms of the SLA will be negotiated between the District and Vendor.

3.3 Billing Support

Monthly consolidated billing that is easy to reconcile is required, along with available live customer support. Proposers shall submit examples of billing documents, and shall describe the available customer support including online billing and administrative access to District's account information. Clarity of content, readability and document appearance of the Vendor's billing information will be reviewed. District requires online access to all billing information, ordering information and billing statements.

3.4 Pricing Format

Proposal must be inclusive of all taxes, fees and surcharges, including any fees, taxes or surcharges, paper statement fees, special taxes, PA gross receipts tax, Universal Service Fees, Universal Service Administrative Fees, regulatory recovery fees, property taxes, etc. Proposals must include all costs that the District will be invoiced for.

The District will not pay any such fees or charges over the course of the agreement that are in addition to the single postal-rate price provided in the contract. This is done for budgeting purposes, but also so an apples-to-apples comparison can be done of Vendor proposals. Any proposal that does not meet this requirement will have points deducted in the bid evaluation and will be required to submit a revised proposal with this information included.

Vendor must propose pricing that does not include any up-front, non-recurring charges (NRC). All charges must be rolled into the monthly recurring charges (MRC).

3.5 Timeline for Installation of Services & Delivery Service Level Agreement (DSLA)

Installation of service shall begin on January 1, 2017 so that service is fully operational by January 1, 2018.

Installation shall not begin, however, until after a contract between the parties has been executed.

Vendor shall provide a project manager to assist with conversion of services and must identify that individual in their proposal. There may be a need for some of the installation to occur after hours. The rate for after-hours installation shall be the same as the installation costs during business hours.

The latest service acceptance date of January 1, 2018 is non-negotiable. Services must be operational by this date.

Services which are not completed and accepted by the District as of January 1, 2018 will be considered late and result in the invocation of a Delivery Service Level Agreement (DSLA). The specific terms of the DSLA will be negotiated between the District and Vendor. At a minimum, the DSLA will provide the District with bill credits equal to 5/30th of the MRC per day that the service is not operational.

Weekly status meetings must be held between the Project Manager and District for the duration of the project.

3.6 Contract Term

The District requests proposals for the following initial contract terms: 1-year, 2-years and 3-years. Each of these terms should include month-to-month (MTM) extensions up to 24-months in total.

4.0 SCOPE OF SERVICES REQUESTED – CATEGORY C: ELECTRONICS

4.1 Technical Requirements

Included in this proposal is Attachment C which itemizes the quantity, model and description of each component requested in this procurement. Proposals must include a completed Attachment C with per-unit prices and all applicable taxes, fees, etc.

The preferred equipment manufacturer is listed in Attachment C, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Attachment C list. Additionally, the alternate equipment must be interoperable and compatible with the District's existing network equipment as detailed below. Should a Vendor wish to propose equipment manufactured by a different company, they should complete the two "Equivalent Equipment" columns in Attachment C. Vendors that propose other manufacturer's products are required to submit equipment specifications and document that the equipment is compatible and interoperable with the District's existing equipment in their proposal.

4.1.1 Equipment must be compatible/equivalent to HPE original hardware

4.1.2 Equipment must be compatible with District's existing HPE switch warranties

4.2 Equipment Warranties

Proposals must include a description of the manufacturer's equipment warranty for each component listed in Attachment C. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.

4.3 Pricing Format

Proposal must be inclusive of all taxes, fees and surcharges, including any fees, taxes or surcharges, paper statement fees, special taxes, PA gross receipts tax, Universal Service Fees, Universal Service

Administrative Fees, regulatory recovery fees, property taxes, etc. Proposals must include all costs that the District will be invoiced for.

The District will not pay any such fees or charges over the course of the agreement that are in addition to the single postal-rate price provided in the contract. This is done for budgeting purposes, but also so an apples-to-apples comparison can be done of Vendor proposals. Any proposal that does not meet this requirement will have points deducted in the bid evaluation and will be required to submit a revised proposal with this information included.

Vendor must ensure that E-rate discounts are provided only to eligible entities for eligible services. For this reason, a separate invoice for ineligible entities must be provided to the District. This will ensure that only eligible entities are receiving discounted bills. District has identified locations which are not eligible for E-rate discounts in Attachment C.

4.4 Delivery Timeline

Equipment must be drop shipped from manufacturer distribution warehouse to District Admin Office. Delivery must occur by May 1, 2017 at the latest. The District requires early delivery of the equipment in order to facilitate testing and turn up of WAN services.

4.5 Contract Term

The required contract term is May 1, 2017 through June 30, 2018.

5.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program:

5.1 SPIN

Vendor must obtain a valid E-rate SPIN number (Vendor Identification Number), and must provide that SPIN in the Proposal submitted in response to this bid opportunity. All services included in this RFP must be submitted under a single SPIN.

5.2 Form 473, Service Provider Annual Certification Form

Vendor must agree to timely submission to the SLD a completed Form 473. This form is available on the SLD's website at http://www.usac.org/sl in the Forms section.

5.3 Discounted Bills

If requested by District, Vendor must provide discounted bills to District which reflect the net charges due to District after E-rate discounts have been reflected (also known as the "non-discount" amount). If District does not receive E-rate funding approval by July 1 of any year in which the contract is in effect, District agrees to pay the full amount of the monthly charges until District receives E-rate funding approval and files Form 486, Receipt of Services Confirmation Form, and Vendor receives the Form 486 Notification Letter. As soon thereafter as practical, Vendor shall provision monthly bills to reflect the E-rate discounts and to credit District for the pre-paid E-rate discount amounts for the monthly bills prior to District's receipt of E-rate funding approval. District shall have the sole discretion to decide whether the credit shall be refunded to District or used toward payment of the non-discounted amount of subsequent monthly bills.

5.4 Separate Invoices for Ineligible Entities

Vendor must ensure that E-rate discounts are provided only to eligible entities for eligible services. For this reason, a separate invoice for ineligible entities must be provided to the District each month. This will ensure that only eligible entities are receiving discounted bills. District has identified existing non-eligible entities in Attachment A & C.

This requirement does not apply to the Category B: Internet Services procurement.

5.5 Document retention

Vendor must retain copies of all invoices and record of District payments for a period of eleven years and be willing to provide this information to the District upon request. Such retention may be done electronically.

5.6 Subcontracting

Any and all subcontractors must be identified in Vendor's proposals. Subcontractor's must abide by the same rules and standards as set forth in this RFP as the proposing Vendors.

6.0 CONDITIONS AND CONTRACTS

6.1 Right Not to Award

District reserves the right to reject all proposals and not award a contract under this RFP, to narrow the scope of this project prior to contract signing, and/or to accept or reject any one or more proposals in part and thus award all or part of this project to one or more vendors.

6.2 Good Faith Negotiation of Contract

The District will sign a separate, mutually-agreeable vendor contract as long as the conditions included in this bid will supersede all vendor contractual language. Vendor is expected to negotiate a written agreement with District. District is not obligated to accept Vendor's standard terms and conditions. If a contract acceptable to District is not agreed upon by November 31, 2016, District may award the services to the next highest scoring Vendor. Vendor shall provide a proposed contract with all terms and conditions including any applicable Addenda, as part of their proposal.

6.3 Lowest Corresponding Price

Per FCC rules, Vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

7.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor must also include with their proposal responses to the following questions:

7.1 Provide a complete description of whether the services requested in this RFP will be provided using all of the vendor's own facilities or whether certain services or lines will be leased or resold from another company; or a combination of the above. Please be specific in your response. If services are being resold or leased, bids must indicate what services/lines are being resold or leased and must indicate the vendor's ability to monitor and maintain the required service level throughout the network.

7.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.

7.3 Provide the names and contact information of at least 4 current K-12 clients of approximately the same size as the Reading School District that are using the same or similar goods and/or services as requested in this RFP. If such clients do not exist, provide non-K12 customers' contact information.

7.4 Provide name and contact information for person authorized to negotiate terms and conditions.

7.5 Provide a description of the firm's experience with the federal E-rate program.

7.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).

7.7 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. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their proposal.

7.8 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 August 2016 – July 2017 in order to assist with the completion of the District's E-rate applications, as requested.

7.9 Provide copy of terms and conditions for proposed contract.

7.10 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.

8.0 EVALUATION

Proposals will be evaluated by a committee appointed by the Issuing Officer. Any Proposal that does not meet the minimum requirements in this Bid may be excluded from evaluation. In accordance with E-Rate regulations, the price of E-Rate eligible services will be the most heavily-weighted factor for all decisions.

ATTACHMENT A

See separate Excel attachment - WAN

ATTACHMENT B

See separate Excel attachment - Internet

ATTACHMENT C

See separate Excel attachment – Electronics

ATTACHMENT D

See separate KMZ attachment – proposed WAN backbone design

ATTACHMENT E

See separate Excel attachment – WAN Diverse Connections