

**Administrative Service Center**

621 Mount Vernon Rd
Newark, OH 43055
www.newarkschools.us
740-670-7000

DISTRICT REQUEST

Newark City Schools is requesting proposals from bidders that understand and comply with Federal E-rate regulations, which include having a valid SPIN number. Newark City Schools will not accept proposals from bidders that do not have a valid SPIN number.

Award of this proposal is contingent upon funding from the Schools and Libraries Universal Service program. Newark City Schools reserves the right not to move forward should the district evaluations find it not to be feasible.

DISTRICT OVERVIEW

The Newark City Schools geographically covers 23.29 square miles and serves approximately 6,500 students in (17) buildings – seven (7) elementary schools (grades K-5), three (3) middle schools (grades 6-8), one (1) high school (grades 9-12) and one (1) digital academy. Additionally, there are five (5) non-instructional buildings - Administrative Service Center; NCS State Farm building; Maintenance, Transportation & Warehouse; Evans Athletic Complex and Facility; and White Field.

The district is located approximately 30 miles east of Columbus. Newark City Schools is the largest district in Licking County, Ohio.

SCOPE OF SERVICES

Newark City Schools wishes to compare leased lit fiber and leased dark fiber. The current Wide Area Network Services are provided via leased lit fiber, but additional fiber services are required to support rapidly growing bandwidth needs.

Respondents are encouraged to provide dedicated infrastructure to the Newark City Schools. Fiber solutions 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 Newark City Schools 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.

Service is expected to be delivered from the State Farm Building located at 1440 Granville Road, Newark, OH 43055 to the following district locations:

1. Administrative Service Center, 621 Mount Vernon Road, Newark, OH 43055
2. Newark City High School, 314 Granville Street, Newark, OH 43055
3. Heritage Middle School, 600 Arlington Avenue, Newark, OH 43055
4. Liberty Middle School Campus, 1055 Evans Boulevard, Newark, OH 43055
5. Wilson Middle School, 805 West Church Street, Newark, OH 43055
6. Ben Franklin Elementary, 533 Beacon Road, Newark, OH 43055
7. Carson Elementary, 549 East Main Street, Newark, OH 43055
8. Cherry Valley Elementary, 1040 West Main Street, Newark, OH 43055
9. Hillview Elementary, 1927 Horns Hill Road, Newark, OH 43055
10. John Clem Elementary, 475 Jefferson Road, Newark, OH 43055
11. William H. McGuffey Elementary, 130 Green Wave Drive, Newark, OH 43055
12. Maintenance, Transportation & Warehouse, 475 Daniels Avenue, Newark, OH 43055
13. White Field, 70 North 11th Street, Newark, OH 4305

The new service is planned to begin on June 1, 2023.

At the above sites, respondent must run infrastructure or service to an existing network closet designated by the district. Existing network closet locations will be identified by building maps highlighting closet location.

Newark City Schools requires that those companies intending on submitting an RFP response be in attendance for the entire duration of the scheduled walk-throughs.

Those companies not in attendance at that time will be considered ineligible to submit an RFP response. To be considered in attendance and eligible to submit an RFP response, a company must have at least one representative of their company in attendance. A single representative cannot be present on behalf of two or more companies. Each company must send its own representative on behalf of their organization. It is the sole responsibility of the company to ensure that the representative follows the sign-in procedures to properly document the company's attendance.

Newark City Schools shall not be held responsible for a company's failure to arrive at the walk-through on time, properly sign-in, or failure to stay for the entire duration of the walk-through.

To prevent a competitive bidding violation of E-rate rules, no questions will be answered during the walk-through. Companies may send questions by reaching out to Newark City Schools at the following email address:

Newarkerate@newarkcityschools.org

Subject line must state "Newark City Schools RFP Walk-Through Questions".

Each RFP response must include description of proposed design, description of maintenance, Service Level Agreement, timeline, network map, logical map, fiber type, demarcation location and references.

TIMELINE

March 1, 2022 – 9:00am – Site walk-through of building sites

March 2, 2022 – 1:00pm – Site walk-through of building sites

Meet at 621 Mt. Vernon Rd. Newark OH 43055

March 4, 2022 – all questions and answers will be provided by 4:00pm EST

March 18, 2022 – RFP responses are due before 4:00pm EST

RFP RESPONSE SUBMISSION AND RULES

RFP responses are to be submitted via email to:

Newarkerate@newarkcityschools.org

All RFP responses shall include the respondent's SPIN number.

The winning vendor will be required to comply with all applicable E-rate rules and regulations.

RFP AWARD

The award of this RFP will be made in the best interest of Newark City Schools and will be awarded to the respondent submitting the best responsible proposal complying with the requirements of this RFP. Newark City Schools reserves the right to reject RFP responses that are received after bid evaluation has been performed.

An RFP response received after March 18, 2022 – 4:00pm Eastern time on the RFP response submission date shall be deemed “late”. Any late RFP response will be marked as late, and will be kept in the Newark City Schools’ file to serve as official record of a late RFP response having been received.

REQUEST FOR SERVICE

Newark City Schools is seeking two separate Requests for Proposals. Respondents may respond to one or both.

1. The first request is for leased lit fiber from the State Farm Building to the specified eligible applicant sites. One-time special construction costs must be identified separately from the monthly recurring cost for the leased lit fiber.
2. The second request is for leased dark fiber including Indefeasible Right of Use (IRU) that includes special construction, the monthly lease fee, maintenance, and operations. One-time special construction costs must be identified separately from the monthly recurring cost for the leased dark fiber. Maintenance and operations fees can be included in the monthly lease fee.

In E-rate terminology, **special construction** refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber and leased dark fiber. Special construction charges eligible for Category One support consist of three components:

1. Construction of network facilities
2. Design and engineering
3. Project management

Please Note: The term “special construction” does not include network equipment necessary to light fiber, nor the services necessary to maintain the fiber. Charges for network equipment and fiber maintenance are eligible for Category One support as separate services, but not as special construction.

All options can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring costs. Based on the responses and both a short term and long-term cost effectiveness analysis, Newark City Schools will determine which, if any, of the leased lit fiber or leased dark fiber, is acceptable. The specifications related to each solution option are as follows.

LEASED LIT FIBER

Leased lit fiber must have dedicated lit transport bandwidth throughput (upload and download) with a minimum of 10Gb with Service Level Agreement (SLA) guarantees to all specified sites. The solution must be scalable and priced to 100Gb. **All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism.**

Leased Lit Fiber Price Proposal:

Price quotes are requested for symmetrical service from the State Farm Building to each eligible entity location from 10Gb to 100Gb. Price quotes are requested for 60 month, 120-month and 180-month terms of service. Prices should be all inclusive. (All-inclusive, in this case means, including all **special construction or non-recurring costs (NRC)** required by the vendor to commence service and all **monthly recurring costs (MRC)** should be included in the requisite columns of the pricing sheets.) Please identify separately all taxes, fees or surcharges. **No increased pricing will be allowed during the term.**

LEASED DARK FIBER SERVICES (including IRUs):

As an alternative respondents must quote a leased dark fiber solution of approximately twelve (12) strands from the specified address to each of the eligible service locations.

Leased Dark Fiber Price Proposal:

Price quotes are requested for approximately twelve (12) strands of dark fiber from the address 1440 Granville Road, Newark, OH 43055 to each eligible entity location. Price quotes are requested for 60 month, 120-month and 180-month terms of service. Prices should be all inclusive. (All-inclusive, in this case means, including all special construction or non-recurring costs (NRC) required by the vendor to commence service and all monthly recurring costs (MRC) should be included in the requisite columns of the pricing sheets.) Please identify separately all taxes, fees or surcharges. **No increased pricing will be allowed during the term.**

GENERAL TERMS

The following are general terms that apply to leased dark fiber builds. Respondents may offer maintenance and operations services, and network equipment purchase (if applicable), installation, and operations either themselves or through third-party subcontractors. In the case that respondents use external third-party service providers or contractors to deliver some or part of the solution, these should be clearly indicated in the response.

Maintenance:

Newark City Schools requires on-going maintenance of the fiber on all leased dark fiber solutions. Maintenance responses are required as follows:

1. All responses require maintenance to be included as part of the response, even if maintenance is subcontracted out to a third-party. In the case of the third-party maintenance, the respondent must hold and manage the subcontract and is ultimately responsible for the SLA.
2. The fiber owner (not Newark City Schools) must be responsible for repairs and costs in the event of a catastrophic cut or relocate.
3. The fiber owner (not Newark City Schools) must be responsible for repairs and costs for all required locates (Call Before You Dig).

Respondent shall maintain the applicable fiber seven days per week, twenty-four hours per day. Upon notification from the district of a malfunction relating to the applicable fiber, respondent shall respond to such **malfunction within two (2) hours** and thereafter proceed to correct the malfunction with reasonable diligence.

Fiber maintenance practices shall include:

1. Routine maintenance and inspection
2. Scheduled maintenance windows and scheduling practices for planned outages
3. Marker and hand-hole inspection and repair
4. Handling of unscheduled outages and customer problem reports
5. Agreements in place with applicable utilities and utility contractors for emergency restoration
6. Repair of fiber breaks
7. Post repair testing
8. Mean time to repair
9. Replacement of damaged fiber
10. Policies for customer notification regarding maintenance
11. Process for changing procedures, including customer notification practices
12. Process for moves adds and changes
13. Process for responding to locate requests

Service Level Agreement:

Respondent will provide a description of the proposed services and service levels provided with the leased lit fiber and leased dark fiber responses. The respondent will provide a proposed Service Level Agreement (SLA) with the RFP response. The proposal must include a description of the following services and how these services will be measured.

1. Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.999% network availability of each circuit.
2. Frame/Packet Loss Commitment: .25%
3. Network Latency Commitment: 5ms
4. Network Jitter Commitment: 2ms
5. There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason.

Equipment, Installation and Operations:

Newark City Schools is requesting Cisco or equivalent network equipment to support 10Gb between the State Farm Building and each eligible service location in designated building MDFs. Network equipment response shall include demarcation switch, optics, fiber patch cords, shipping, etc. needed to provide a complete service. Responses shall include manufacturer name, manufacturer part number and manufacturer part description.

Please provide a quote for an annual operations cost to oversee the technical support of the circuits once the leased dark fiber is available for service. The annual operations cost should include the following:

- o Procurement of necessary hardware to light the fiber path(s);
- o Manage initial inquiry and contracts needed to place equipment and cross connect to the Internet provider at the co-location facility;
- o Installation and configuration of equipment to put circuits into service;
- o Network monitoring on a 24x7x365 basis;
- o Creation and communication of service tickets to Newark City Schools escalation list;
- o Incident response with timing standards that are in accordance to a Respondent provided service level agreement that meets general industry standards;
- o Other industry standard provisions of broadband service technical support; and
- o Re-provisioning of equipment necessary to put circuits back into service after an outage.