

**2024 CELINA CITY SCHOOL DISTRICT
WIDE AREA NETWORK
REQUEST FOR PROPOSAL**

GENERAL TERMS & CONDITIONS

1. Awards will be made in the best interest of the Celina City School District.
2. The Celina City School District may accept or reject any bid, in part or in whole.
3. All quotations are governed by Ohio State Law.
4. All services performed or goods delivered under Celina City School District Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. The Celina City School District is exempt from Federal and State taxes and will not pay or reimburse such taxes.
7. The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
8. The laws of the State of Ohio shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
9. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.

INSTRUCTIONS TO BIDDERS

1. RFP responses are to be received via e-mail to Celina.2024@naa.com.
1. Bids will be due by 5:00 PM on the Allowable Contract Date of the FCC Form 470 to which this RFP is attached.
2. Any and all bids may be rejected if there is a sound documented reason.
3. An approved purchase order is required before the merchandise or service is ordered.
4. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as “equal to” the specifications must be clearly defined. A bidder offering an alternate solution should attach complete specifications and literature to the bid. The Purchasing Director may waive minor deviations to specifications.

5. The vendor must clearly instruct on the bid document if the vendor wishes to have the payment sent to a different "remit to" address other than the address on this document.

2024 CELINA CITY SCHOOL DISTRICT WAN RFP SCOPE OF WORK

Celina City School District is soliciting a Request for Proposal for the installation of Wide Area Network service commencing with E-rate funding year 2024 as indicated below. The School District reserves the right to modify the project as it deems necessary. This RFP and the winning bidder's response shall become an integral part of the resultant contract, and shall be attached thereto and incorporated therein. The project must include termination of each circuit at a switch owned and maintained by the vendor at each termination location MDF (Celina City School District buildings).

The proposal shall include initial installation (non-recurring charges) and monthly recurring service charges that shall be priced separately for each service location.

Any questions related to the technical aspects of this document should be directed to Celina.2024@naa.com.

- The vendor must quote a turn-key solution that will be installed, tested, fully operational, and accepted by Celina City School District within ninety (90) days after issue of purchase order. This should occur to start services by July 1, 2024. Billing should only begin once all circuits have successfully completed testing and turn-up.
- In case of service interruption, the vendor must include in their quoted service price a four-hour "*back in service*" response time from the time of notification by an authorized Celina City School District representative during regular business hours.
- The vendor must include an explanation of the capabilities of their centralized network testing, trouble correction system, and procedures utilized during the service outage. In addition, the vendor must allow the Celina City School District representative to monitor the utilization of bandwidth and traffic flow at all switch ports at the NOC through a web interface. Please provide screen shots of the interface.
- All circuits in this RFP response will transport full quoted bandwidth for Celina City School District use only.
- Preference will be given to the provider who can offer county-wide services via a turn-key WAN proposal rather than via subcontracting services or lease/resale. Please specify in detail the extent if any of services that are intended to be provided by a subcontractor or through lease/resale.
- Celina City School District reserves the right to award to multiple vendors, selecting portions of the vendors' solutions best suitable for County's needs.
- Vendors must include a copy of their service agreement with their proposal.
- The vendor's proposal price shall be for three years with up to two 1 year **signed** voluntary renewals. Other proposed contract terms may also be considered.

- Celina City School District will select the most cost effective, most qualified, and most responsive and responsible bidders when making the award. The evaluation of each proposal will have the heaviest weight assigned to price (complete installation costs, all other one-time costs, and monthly recurring costs for a period of the contract duration). Evaluation may also be based on, but not limited to, prior experience of Celina City School District with the respondent, technical capability and quality of work performed in other networks, and qualification of personnel. Additional evaluation criteria may include the ability of the vendor to deliver a complete array of optional data transfer rates, the ability to provide a turn-key solution, and the ability of the district to monitor bandwidth usage and traffic flow through a web portal. The District reserves the right to use additional criteria as needed.
- The winning vendor will be required to have or obtain a SPIN number before the start of service and submit a Service Provider Invoice Form directly to USAC pursuant to E-rate procedures established by the federal government. The winning vendor will be required comply with all applicable E-rate rules and regulations.
- Each year, during the renewal process, price drops should be included as part of the renewal process, as applicable, and included in signature documents for renewal.

CIRCUIT SPECIFICATIONS

- Minimum 1, 10, and/or 25 Gb/s of transport from vendor to all schools and NIFs listed below. Please provide separate pricing for all options.
- Alternatively, please bid 1, 10 and/or 25 Gb/s transport from Celina HS and to all other locations listed below. Please provide separate pricing for all options.
- Alternatively, please bid 1, 10 and/or 25 Gb/s transport from Celina MS and to all other locations listed below. Please provide separate pricing for all options.
- Of the three above WAN options, please bid all options offered.
- Celina City School District reserves the right to change any circuit to any speed specified in this RFP, and in the vendor's response, any time during the life of the contract with a 30 day notice to the vendor. Any relevant proposed services and/or pricing contained in the winning vendor's RFP response must be incorporated into the resultant contract. The resultant contract must also contain a provision specifically allowing for upgrades and downgrades during the life of the contract at or below the pricing quoted for that speed in the winning vendor's proposal.
- If a facility within Celina City School District should close, Celina City School District reserves the right to cancel a circuit without termination charges or penalties during the course of the contract. Celina plans on demolishing and/or replacing the following buildings within the next three years: Celina High School, Celina Middle

School, Celina Elementary School, Celina BOE and Celina Bus Garage. The precise timetable for these changes has not been determined at this time.

FOLLOWING IS THE LIST OF LOCATIONS REQUIRING SERVICE. PLEASE PROVIDE PRICING FOR EACH OPTION AT EACH LOCATION.

Entity Name	Physical Address	Bandwidth
Celina High School	715 E. Wayne Street Celina, OH 45822	1, 10 and 25 Gbps
Celina Middle School	615 Holly Street Celina, OH 45822	1, 10 and 25 Gbps
Celina Intermediate School	227 Portland Street Celina, OH 45822	1, 10 and 25 Gbps
Celina Elementary School	1225 W. Logan Street Celina, OH 45822	1, 10 and 25 Gbps
Celina BOE	585 E. Livingston Street Celina, OH 45822	1, 10 and 25 Gbps
Celina Bus Garage	1201 W. Logan St. Celina OH 45822	1, 10 and 25 Gbps