

REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	140717
SCHOOL NAME	ATHENS INDEP SCHOOL DIST
ADDRESS	104 HAWN ST
CITY, STATE, ZIP	ATHENS, TX 75751

Please submit bids/proposals to the school by email or mail.

CONTACT	TONY BROOKS		
EMAIL	tbrooks@athensisd.net		
PHONE	903-286-3148	ext	

CONSULTANT	MACHELLE MCKAY
	COLLECT-ED LLC
EMAIL	collect-ed@hotmail.com
PHONE	(405) 830-2200

FUNDING YEAR 2018-2019 (July 1, 2018 - June 30, 2019)

SERVICES REQUESTED (As checked) **470 FILED** **SITE VISIT** **BIDS DUE BY:**

CAT1	VOICE SERVICES (Phase Down Discount)				
	INTERNET ACCESS				
	TELECOMMUNICATIONS SERVICES (Data transmission)	X	2/15/2018	YES	3/17/2018

CAT2	INTERNAL CONNECTIONS (Hardware)				
	BASIC MAINTENANCE SERVICES				
	MANAGED INTERNAL BROADBAND SVCS				

REQUEST FOR PROPOSAL (RFP)
Category One

VOICE
0% = Estimated discount

PROPOSALS MUST INCLUDE

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	START DATE	LOCATION	MONTHLY COSTS		NOT ELIGIBLE SERVICES, if any
					(including taxes / surcharges)	INSTALLATION (or other charges)	

(1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
(2) Monthly recurring charges are devoid of any construction charges. Not eligible charges must be separated.

INTERNET ACCESS
0% = Estimated discount

1720

PROPOSALS MUST INCLUDE

SETDA INTERNET RECOMMENDATION BANDWIDTH (MBPS)

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	START DATE	LOCATION	MONTHLY COSTS		NOT ELIGIBLE SERVICES, if any
					(including taxes / surcharges)	INSTALLATION (or other charges)	

(1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
(2) Monthly recurring charges are devoid of any construction charges. Not eligible charges must be separated.
(3) Internet Access bids must include increment prices. **Service providers may bid all bandwidths between the minimum and maximum requested on the FORM 470 application.** School district may opt to increase bandwidth during contract term with annual review.
(3a) Internet access needs to be dedicated symmetric bandwidth or best effort, bid/proposal must state clearly bandwidth descriptions
(3b) USAC FORM 470 application has limited selection options, the request listed on the application may be different than the actual request listed on the RFP document.
(3c) The school district may be limited by equipment capability to accept the bandwidths per their request, leasing or purchase options for additional equipment must be included in bid/proposal for total of service/ownership evaluation. (i. e. ROUTER LEASE)
(4) Contract Terms may vary by length of term. Either one (1) year [12 month term] or one (1) year with additional extension options or any multiyear offer up to 5 years.

TELECOMMUNICATIONS SVCS (data transmission)
90% = Estimated discount

PROPOSALS MUST INCLUDE

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	START DATE	LOCATION	MONTHLY COSTS		NOT ELIGIBLE SERVICES, if any
					(including taxes / surcharges)	INSTALLATION (or other charges)	
8	WAN services via Dark Fiber Services - school lights the fiber (1); WAN must include Service Level Agreement (SLA) guarantees connection between the designated end points. - see disqualifying factors for service expectations.	YES	7/1/2018	DISTRICT WIDE SERVICES; 2 strands each - ATHENS HIGH SCH, BEL AIR ELEM, SOUTH ATHENS ELEM, ATHENS MIDDLE SCH, CENTRAL ATHENS ELEM, OPERATIONS CENTER; DISTRICT SUPPORT CENTER; FIELD HOUSE	see attached worksheets (school district want to evaluate leased vs. dark fiber option)		
8	WAN services via Lit Fiber Services - (1); WAN must include Service Level Agreement (SLA) guarantees connection between the designated end points. - see disqualifying factors for service expectations.	YES	7/1/2018	DISTRICT WIDE SERVICES; 2 strands each - ATHENS HIGH SCH, BEL AIR ELEM, SOUTH ATHENS ELEM, ATHENS MIDDLE SCH, CENTRAL ATHENS ELEM, OPERATIONS CENTER; DISTRICT SUPPORT CENTER; FIELD HOUSE	see attached worksheets (school district want to evaluate leased vs. dark fiber option)		
	10GB			(CURRENT BANDWIDTH)			
	20GB						
	30GB						
	40GB						
	50GB						
1	SPECIAL CONSTRUCTION - CABLING - INCLUDING NETWORK FACILITIES, DESIGN & ENGINEERING AND PROJECT MANAGEMENT, if required	YES	7/1/2018				

(1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
(2) Monthly recurring charges are devoid of any construction charges. Not eligible charges must be separated.
(3) Telecommunications (data transmission) bids must include increment prices. **Service providers may bid all bandwidths between the minimum and maximum requested on the FORM 470 application.** School district may opt to increase bandwidth during contract term with annual review.
(3a) Internet access needs to be dedicated symmetric bandwidth or best effort, bid/proposal must state clearly bandwidth descriptions
(3b) USAC FORM 470 application has limited selection options, the request listed on the application may be different than the actual request listed on the RFP document.
(3c) The school district may be limited by equipment capability to accept the bandwidths per their request, leasing or purchase options for additional equipment must be included in bid/proposal for total of service/ownership evaluation.
(4) Contract Terms may vary by length of term. Either one (1) year [12 month term]; one (1) year with additional extensions or multiyear offers up to 10 years (with a maximum five (5) one year extensions).

PLEASE NOTE:
(1) Service provider must be eligible to participate in the Texas Connectivity Initiative, if applicable. The initiative is designed to increase access to affordable, high-speed broadband for K-12 public schools by providing matching funds for Texas schools.

(1) ONLY ONE SERVICE OPTION WILL BE SELECTED ~ This request is to meet the USAC rule: " the school or library must also solicit proposals to provide the needed services over lit fiber over a time period comparable to the duration of the dark-fiber lease or indefeasible right of use (IRU), and must select the most cost effective option. If a school or library is considering seeking support for special construction charges associated with leased dark fiber, it must also solicit proposals to provide the needed services over lit fiber."

Appendix B: Special Construction Pricing

additional worksheets may need to be printed per proposed solution

Required with all bid submissions that include special construction

Building location	Address	Strand Count	Segment Mileage	Total Segment Cost	Eligible Cost	Ineligible Cost
Athens High School	708 East College Athens, TX 75751					
BelAir Elem	215 Willowbrook Athens, TX 75751					
South Athens Elem	718 Robbins Road Athens, TX 75751					
Athens Middle School	6800 State Highway 19 S Athens, TX 75751					
Central Athens Elem	307 Madole Street Athens, TX 75751					
Operations Center	1327 S Palestine Athens, TX 75751					
District Support Center	104 Hawn St Athens, TX 75751					
Athens Field House	511 Owen St Athens, TX 75751					
Total project mileage and costs						

Information that can be included now, but will be requested at a later date for chosen solution:

- Special construction cost breakout worksheet
- Route map of all build segments in kmz format
- Explanation of alternative routes that were explored and why the chosen route is the most cost-effective
- Explanation of special materials and procedures required that may have increased construction costs, such as:

Historical preservation or environmental issues

Bridge, waterway, railway, or highway crossings

Galvanized conduit

Directional boring through hard rock or under a paved surface

An excessive number of handholes, marker posts, or other OSP materials

Expensive pole attachment fees or make ready costs

PROJECT COST BREAKOUT

additional worksheets may need to be printed per proposed solution

What is the total distance of the project (feet)
 What is the total cost of the project?

OSP Type

- Aerial
- Direct Buried
- Buried with conduit

Distance of build (feet)	Cost	Cost per foot

Cost breakout of each OSP type

Aerial Portion

- Cost per foot of fiber material
- Cost per foot of attaching fiber to poles

Cost

The sum of cells B12 - B17 must equal the value in D6

- Cost per foot of structure materials (anchors, j-hooks, guywires)
- Cost per foot of structure placement (adding new poles, anchors, guywires that will be owned by applicant)
- Cost per foot of pole make ready (work to provider owned poles such as new guys/anchors, attachment point clearing, placement of new poles)

Direct Buried

- Cost per foot of fiber material
- Cost per foot of placing fiber in the ground
- Cost per foot for buried conduit necessary for special crossings such as railroad, roadways, waterways
- Cost per foot of trenching (digging, necessary machinery, permitting)

Cost

The sum of cells B19 - B22 must equal the value in D7

Buried with conduit

- Cost per foot of fiber material
- Cost per foot of pulling fiber through conduit
- Cost per foot of structure material (conduit, handholes, marker posts, etc)
- Cost per foot of structure placement (labor and permitting)

Cost

The sum of cells B25 - B28 must equal the value in D8

REQUEST FOR PROPOSAL (RFP)

Category Two

INTERNAL CONNECTIONS (HARDWARE)

0% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

QTY	DESCRIPTION	<u>DISTRICT WIDE SERVICES</u>	START DATE	LOCATION	<u>COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

- (1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (2) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (3) Not eligible charges must be separated.
- (4) All hardware equipment installed by service provider must be identified (or labeled) with Erate project information: at minimum: Funding year, FORM 471#, Funding request number

BASIC MAINTENANCE SERVICES

0% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

QTY	DESCRIPTION	<u>DISTRICT WIDE SERVICES</u>	START DATE	LOCATION	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

- (1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (2) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (3) Not eligible charges must be separated.

MANAGED INTERNAL BROADBAND SERVICES

0% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

QTY	DESCRIPTION	<u>DISTRICT WIDE SERVICES</u>	START DATE	LOCATION	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
		NO					

- (1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (2) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (3) Monthly recurring charges are devoid of construction. Not eligible charges must be separated.

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms (if applicable)

> School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.

> All requested products and services may be contingent upon Erate funding approval and /or school board approval.

> Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.

> School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.

> All products and services proposed must be operational and compatible with all network equipment brands/software used by school district. At no additional cost or additional equipment required to the school district.

> Bids/ Proposal must meet or exceed minimum requested hardware or services requests. For Internal Connections equipment, no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.

> Bids may offer multiple options (bids/proposals) for additional consideration. (including multiple make(s)/model(s)/manufacturer(s), installation, configuration, labor, etc.) All hardware bids must include specification sheets (white papers, if applicable). All Software, licenses, maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.

> For most eligible services such as Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers must be within 100 mile radius (approx 1-2 hours) from school district location). If using sub-contractors, required disclosure of the contracting company and information.

> School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.

> OPTIONAL : School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities. Two (2) dates and times will be available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.

> All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges.

> All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training.

> Depending on USAC CAT2 budget limits, the school district may reserve the right to change the order to meet budget constraints. The school district will be responsible for charges ordered and not covered by USAC.

- > Bids/proposals, contract/agreements may not contain liquidated damages or cancellation charges. Such charges are considered not eligible for Erate discounts.
- > If equipment installation is requested, it is highly recommended the service provider attend a site visit at the school's posted date or time, if posted.
- > All requested services to begin on July 1; unless other wise stated, or within 30 days of USAC funding approval.

REQUEST FOR PROPOSAL (RFP)

Documentation Requirements

1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a Only if site visit is scheduled, request to register INTEND TO BID PAGE, if school has recommended a school site visit. (if applicable)
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)

LAST DAY TO SUBMIT QUESTIONS OR REQUEST ADDITIONAL DETAILS; Any details about RFP, Products/Services requested, or Erate funding- **Approximately 10 days before posted deadline.** (Please note this date may vary, due to weekends, holiday and school breaks - see INTEND TO BID PAGE)

3/7/2018

- c Responses for requested information will be posted on local school webpage for all service providers to view. (before FINAL COPY is submitted as addendum)
SEE WEB PAGE: www.athensisd.net

FINAL COPY OF QUESTIONS & ANSWERS (from school website) WILL BE POSTED ON USAC by FORM 470 addendum; Any details about RFP, Products/Services requested, or Erate funding- **Approximately 5 days before posted deadline.** (Please note this date may vary, due to weekends, holiday and school breaks - see INTEND TO BID PAGE)

3/12/2018

- d Service Provider must print a copy of FORM 470 addendum - QUESTIONS AND ANSWERS (as proof of receipt), if applicable. See required response bid/proposal documents.

2 BID/PROPOSAL RESPONSE DOCUMENTATION MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.
Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
Plus, a complete copy of contract with terms for consideration.
- c Statement of Work / Services including maintenance and warranty information. (if any)
- d Copy of State contract pricing, if applicable.
- e List of References (minimum of 3 within the state)
- f Copy of the list of posted questions & answers FORM 470 addendum, if applicable - as listed above (item #d)
- g Federal Tax ID certificate (w-9)

BIDS / PROPOSALS DUE

3/17/2018

3 INSTRUCTIONS TO SUBMIT BIDS:

- a Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
- b Submit bids/proposals to SCHOOL CONTACT by email must be received no later than deadline date; unless an extension date is requested from school AND posted to the FORM 470 application.

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE IF A SITE VISIT IS SCHEDULED

DATE _____

SERVICE PROVIDER: _____

CONTACT: _____

EMAIL: _____

OFFICE# or CELL#: _____

SITE VISIT?	BY APPOINTMENT		PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:			

Email questions, if any.
Please note any school breaks

Submit questions no later than

3/7/2018

to tbrooks@athensisd.net
ATHENS INDEP SCHOOL DIST
TONY BROOKS

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/reciept of any emails or correspondence.
- > For RFP updates, questions and answers, any addendums posted on USAC FORM 470 - not through individual correspondence.

SEE WEB PAGE: www.athensisd.net

- > Final copy of questions and answers will be posted to USAC FORM 470 by addendum approximately

3/12/2018

REQUEST FOR PROPOSAL (RFP) - NOTES

Additional Information

- > **n/a** **For Internet Access and /or Telecommunications requests:** Must include all configuration, installation, special construction information (includes equipment and labor costs) and costs by each site location. Provide all available/additional options provided by the service provider for consideration, this sample list included but not limited to; (1) Internet filtering; (2) leased router(s) & other required equipment; or (3) purchase equipment cost. Any service not eligible for E-Rate discounts must be identified and cost allocated.

- > **n/a** **For Basic Maintenance requests:** A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).
Proposals must include:
 - a Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
 - b Responsibilities of the Service Provider – service orders, expected timeframes, etc.
 - c Responsibilities of the Client – service orders, expected timeframes, etc
 - d Explain terms of cancellation or termination.
 - e Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
 - f Describe any use of subcontractors

- > **n/a** **For Internal Connections,** no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.
All hardware equipment installed must be identified (or labeled) with Erate project information: at minimum: Funding year, FORM 471#, Funding request number

REQUEST FOR PROPOSAL (RFP)

School District Specific Information

> **DISQUALIFYING FACTORS:**

1. Late bids - any bid that is submitted after business hours of the deadline date may be considered late and not valid for evaluation process.

2. Service Level Agreement - Service providers will provide a proposed SLA with RFP response. The Proposal must include a description of the following services and how these services will be measured.

- a. Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network available of each circuit.
- b. .25% frame/packet loss commitment
- c. 25ms network latency commitment
- d. 10ms network jitter commitment
- e. There is no right of the provider to limit or throttle the capacity of the circuit at anytime for any reason.

f. Network operations center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis.

g. Trouble reporting and response: Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue.

h. Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.

i. Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.

j. Trouble reporting, escalation and resolution: A detail trouble reporting, escalation and resolution plan will be provided to the district.

k. Measurement: Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts vendor and identifies the problem. Credits for outages of shortage will be identified.

l. Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.

3. Site visits attendance may be a factor in bid evaluation results.