

Demopolis City Schools
Request for Proposal
Fiber WAN Connectivity
Internet Access or Telecommunications

2018 – 2019

WAN Connection - Bid# TECH-2019-01

Due Date: Monday, March 11, 2019.

Time: 10:30 A.M.

Section I

Introduction

Objective:

Bids are being requested to select a vendor of choice for the next fiscal year to supply a fiber connection between schools for Demopolis City Schools.

Please respond to this bid by sending a proposal for the entire system with alternate proposals one through four for separate schools. Alternate 1 will be for a fiber connection from Demopolis Middle School to Demopolis High School, Alternate 2 will be for a fiber connection from Demopolis Middle School to Westside Elementary, Alternate 3 will be for a fiber connection from Demopolis Middle School to U. S. Jones, and Alternate 4 will be for a fiber connection from Demopolis Middle School to the Board of Education Office.

The internet access comes into Demopolis Middle School and is transmitted via 10Gbps fiber optic to other schools. The three-year contract with our current WAN provider is ending and thus by e-rate standards we must rebid.

Bid Proposal:

The bid proposal should include the following:

- **At least 10 Gbps WAN Connectivity (would like a 10Gbps connection quoted as well)**
- **This proposal can be for “dark” or “lit” (managed) fiber optics. If bid is for “dark” fiber, a list of components that Demopolis City Schools will need to add for their equipment to connect to existing network are required.**
- **One-time installation or set up costs, if any**
- **Network diagram describing the network design/topology including transport speeds between each location. A description of the vendor’s carrier line and speeds must also be provided. Microsoft Visio (or equivalent) diagram of the WAN topology AND a map of the physical location of the fiber are required.**

All communication lines must work with all existing equipment currently in place including but not limited to routers, firewalls, servers, filters, etc. If additional customer equipment is needed to connect at the requested bandwidth, vendor must specify in their response, otherwise vendor will be responsible for providing any required equipment at no additional cost to Demopolis City School District.

Existing Equipment – Cisco switching and routing

WS-C4506-E chassis with WS-X4448-GB-SFP at U.S. Jones Elementary, Westside Elementary, and Demopolis High.

WS-C3750X-24P-L at both the Board of Education

Demopolis Middle is the center or core of the WAN and is where our Internet access comes into the school system. There is a Cisco model number WS-C3750X-48P-L in place at that location.

All pricing must include installation, setup, configuration and maintenance fees. When installation is complete, vendor's connectivity equipment must be connected to the existing Demopolis City Schools' network.

The terms of the lease (contracted arrangements where the ownership of the equipment, products, service, software, and established procedures remains with the service provider, as required by the SLD) will be for a five-year contract that is contingent on E-rate and State funding or for a one-year period with an option to renew under the same terms and conditions for four additional-one-year periods, up to a total of five years. *Subsequent year pricing assumes adequate program funding and could be subject to change.

If you desire to propose equipment, software and/or services as needed to fulfill the requirements as outlined in this "Request for Bid", prepare a written proposal providing the requested information. If your proposal cannot satisfy all requirements, this will not necessarily mean that it will not be considered. However, you must clearly indicate which requirements cannot be satisfied.

Responsibility for maintaining the equipment and services rests with the vendor, unless a "dark" fiber proposal is given. If a "dark" fiber proposal is given then the vendor would only be responsible for the fiber optics up to the DMARC location. This includes the fiber optic terminations that are in Demopolis' equipment. The vendor will be responsible for installation, configuration, maintenance and replacement, if necessary, of all leased equipment during the specified period of the contract.

Evaluation:

Each proposal will be evaluated based on criteria and priorities defined by the Demopolis City School District. The school system will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, and RFP specifications, not necessarily the lowest price.

The steps used to evaluate and select a vendor of choice are as follows:

- 1. Request proposals from vendors.**

2. Open bids.
3. Evaluate all proposals for eligibility and content.
4. Check vendor's overall performance record based on available references and reliability.
5. Perform an evaluation via a preliminary order from the best qualifying vendor's implementation team, including but not limited to, qualifications, experience, certifications, and management capabilities.
6. Present findings and make a recommendation to the Board of Education. (The Demopolis City School District reserves the right to accept or reject any and all bids based on the best interest of the school system.)

Section II

General Proposal Specifications

1. Award

The Demopolis City Board of Education reserves the right to waive any formality and/or irregularity, to make awards to more than one vendor, to reject any or all proposals, or require new proposals as serves the best interests of the Demopolis City Schools. The Demopolis City Board of Education is not obligated to accept a low proposal if it is non-compliant or does not serve the best interests of the Demopolis City Schools.

Demopolis City School District Vendor Qualification:

- Acceptance of bid proposal is contingent upon e-rate funding. All prices quoted are to be all inclusive and specified in pre-discount amounts. All prices shall be valid for the term of the contract awarded. The selected vendor agrees to receive a portion of payment for services from the Universal Service Organization and/or its agents upon approval.
- Vendor must have a spin number and must contain current status with USAC. If the vendor fails to file the appropriate forms with the SLD or fails to receive an SLD SPIN Number, the Demopolis City Schools Board of Education is not responsible for the discounted portion of the vendor's bill. The vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. The vendor is responsible for supplying its SLD Service Provider Identification Number (Telecommunications SPIN) with the bid submission.
- Vendor must maintain not having a Red Light status and be responsible for services until Red Light status is removed.
- Vendor must be a telecommunication service provider and retain that status.
- Vendor must include an item 21 attachment but the Demopolis City School System reserves the right to change it.

2. Proposal Response Returns

Vendors must return all completed proposals to the Demopolis City School District, Attn: Logan Arnold – Technology Coordinator, P. O. Drawer 759, 609 South Cedar, Demopolis, AL 36732, prior to 10:30 AM, Monday, March 11, 2016. No proposal received after the date and hour specified will be considered.

Proposal envelopes should be sealed and marked "WAN Connection - Bid#TECH-2019-01" Two complete copies of the proposal and supporting documentation must be sent.

Oral, telephone, or fax bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed proposal form shall be without erasures or alterations.

Proposals must include the full name and address of the vendor. Failure to sign the proposal will be cause for disqualification. The authorized signature should show the title of the person signing the proposal.

3. Costs Associated with Preparation of the Vendor's Response

The school system will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

4. Bidders' Site Visit

Vendors are urged to visit the site in order to determine needed information. Appointments will be made by calling Logan Arnold, Technology Coordinator, at the Demopolis City School District, 334-289-8333, between the hours of 9:00 AM and 3:00 PM for the purpose of reviewing the site. Vendors who wish to make an appointment for a Site Survey must adhere to the Vendor Qualification List listed in this RFP.

5. Interpretation and Additional Information

Any interpretation, correction, or change of the RFP will be made by addendum. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the vendors shall not rely upon such interpretations, corrections, or changes. Changes or corrections will be issued by the school system. Addendums will be e-mailed to all that are known to have conducted an on-site survey. Addendums will also be placed on the school district's website. It is the responsibility of the vendors to determine whether all of the addendums have been received.

6. Inspections

Demopolis City Schools reserves the right to inspect any item or service for compliance with specifications and requirements. If a vendor proposes an item

and cannot furnish a sample of said item for review, Demopolis City Public Schools reserves the right to reject the offer as non-compliant.

7. Questions

Should the vendor have questions or find discrepancies or ambiguities in, or omissions from this request for proposal document, or shall be in doubt as to its meaning, the vendor shall at once notify the school system in writing indicating the occurrence. Questions regarding this RFP must be submitted in writing three working days prior to the final submission date of the RFP. Answers to questions will not be distributed to the vendors unless any answered questions would result in the need to issue an addendum.

8. Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

9. Financing

After notification of award, the vendor will receive a purchase order for the service for which the vendor will be responsible as a result of the RFP. The vendor must have an SLD SPIN number. This number must be listed in the bid response. The purchase order will show the amount that is the responsibility of the local school system. The final payment of this project will be made only after an extensive final walkthrough at the completion of the installation. The Demopolis City School District will strictly enforce the bid guidelines and the quality of the installation. Final testing will take place in the presence of a designated technology staff member.

10. Right to Reject

The school system reserves the right to accept/reject/award proposals where such action is in the best interest of the Demopolis City School System. The school system reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the vendor could propose. The school system reserves the right to reject the proposal of a vendor who, in the opinion of the Technology Department, is not in a position to adequately perform the contract.

Section III

General Proposal Comments

1. Quality of the Proposal

The quality of the proposal(s) submitted by a vendor will be viewed as a basic indication of the vendor's capability and technical competence.

Quality is interpreted as:

- **Completeness**
- **Accuracy**
- **Compliance with proposal instructions**
- **Organization and conciseness of descriptive text material**

Proposals that do not comply with instructions may be eliminated from further consideration.

2. Basis of Selection

No commitment will be made to select a vendor's system solely on the basis of price.

3. Integration with the Current Network Environment

Vendors must indicate the capability of their system to integrate into the Demopolis City Schools current wide-area network environment.

Vendors must demonstrate support, connectivity and transport of data across the entire wide-area network without loss of format or data bandwidth capabilities regardless of the end-user's equipment and/or type of connection.

If additional hardware and/or software are required to effect the integration of the vendor's proposal into the current network environment, a detailed listing of these requirements must be provided with the corresponding associated cost.

Vendors must also indicate the flexibility of their system to adapt as the networking environment changes.

Factor	weight	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Price of Eligible products and services	50%				
Prior Experience	20%				
Service and Support	10%				
In State Vendor	10%				
Compatibility with existing equipment	10%				
Totals					