

REQUEST FOR PROPOSAL

Project: ITS-2017-001
Fiber Optic Internet Services
E-Rate Category One
Funding Year 2017

Eudora USD 491
Technology Department
1310 Winchester Road
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Eudora, KS 66025-0500
Phone: 785.542.4902

Contact: Ron Long
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RFP Available: March 09, 2017
Post Date for 470: March 09, 2017
470 Form Number: 170071555

OVERVIEW

The Eudora School District, Technology Department hereinafter referred to as the “District” is accepting competitive written proposals from qualified organizations for Fiber Optic based Internet Service. This is an eligible service as defined by Schools and Libraries Division (SLD) of the Universal Services Administration Company (USAC), <http://www.usac.org/sl>.

The Eudora School District, with guidance from the technology director, will consider each proposal received. By issuing this RFP for Fiber Optic Internet Services and collecting responses, The District is not under any obligation to accept proposals or to proceed with the services requested and reserves the right to reject any or all proposals. Questions concerning the RFP should be directed to Ron Long, Technology Director.

PROPOSAL SUBMISSION

Companies interested in participating in this RFP should submit written proposals no later than **Thursday, April 6, 2017 @ 10:00 AM Central Time**. Proposals should address the Internet Services requested for the district. All proposals must be submitted via E-Mail in PDF format. Proposals with E-Mail timestamps received after the required time will not be accepted nor considered.

E-Mail:

ronlong@eudoraschools.org

Subject line **MUST** be: <Company Name> RFP ITS-2017-001 Packet

INQUIRIES

ALL Correspondences and inquiries regarding this RFP must be done via E-mail: ronlong@eudoraschools.org

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Ron Long at (785) 542-4902 Extension 1301 and confirm that the E-Mail message was received.

PROPOSAL EVALUATION

ALL Proposals will be evaluated using weighted criteria including cost of the eligible products and services, prior experience, references, support and maintenance and value-added for any extra incentive provided by vendor. The proposal that is deemed to be in the best interest of the applicant will be accepted.

SCOPE OF SERVICES

The District is interested in receiving proposals to provide Internet Services at 1.0 Gigabit Per Second and (12) Available Static Internet Protocol Version 4 IP Addresses. Term of the contract should be three (3) years. Contract start date July 01, 2017. Contract end date June 30, 2020.

General Conditions

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

1. Location of Site

The location of the work is on property owned by The District and through negotiated services on right-of-ways.

2. Scope of Work

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Service Provider. This would include all pole rights needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to The District, unless the weekend or holiday work due to a delay caused by The District.

The Service Provider will be fully responsible for securing all required right-of-ways, construction permits and cross connects required to complete this project.

3. Protection in General

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

4. Change in Contract

The District will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Technology Director before such work is begun.

5. Existing Conditions

The Service Provider, in submission of this proposal, will be assumed to have taken into consideration all conditions, which might affect this work. The location of the demark shall be in the data closet located within Eudora Elementary School @ 801 East 10th Street. To schedule a site visit, contact Ron Long at: ronlong@eudoraschools.org

6. Workmanship

All work shall be performed in a professional manner. Personnel from The District may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed.

7. Proposed Services and Service Provider Qualifications

The Service Provider shall furnish a written document that describes the services proposed under these specifications. It is understood that the Service Provider is not responsible for the function of existing equipment already installed at the schools. However, limited troubleshooting of existing equipment or cabling will be provided by the Service Provider free of charge to determine if the existing equipment or cabling can be re-utilized. The Service Provider must also show proof that their employee(s) are certified to install the proposed cabling components and electronic equipment.

8. Financing

The Service Provider will provide a binding contract to The District for submission to the Schools and Libraries Division. After notification of award from the Schools and Libraries Division, The Service Provider will receive a Purchase Order for the products and services for which The Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon approval by USAC. Complete payment to the Service Provider will be subject to the rules of the Schools and Libraries Division (SLD). After notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the Contract, the contingency will be removed and the Purchase Order will be submitted to the Service Provider in accordance with the rules and regulations of the SLD.

9. Application for Payment

All applications (invoices) for payment shall be submitted to The District according to the USAC regulations. The Service Provider must submit a Service Provider Invoice for processing of the discounted portion of the bill.

10. Time of Completion

Work must be completed and operational by July 1, 2017, presuming the Service Provider is selected, contract signed and E-Rate forms are submitted by the district in a timely manner.

11. The District Regulations

The Service Provider and his representatives shall follow all applicable school district regulations while on The District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Service Provider personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

12. The District reserves the right to

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the district.
- d. Waive any formality in the quote submission.
- e. Cancel any awarded bid if the service proves unsatisfactory

13. Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Kansas Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

14. Terms of Payment

The start of services for this project may not begin prior to July 1, 2017. The District will, if possible, issue an SLD Form 486 on the day services begin. For the duration of the contract, payments will be made on the first Friday after the first meeting of The District Board of Education after the submission of invoices from the Service Provider.

15. Term of Contract and E-Rate Subsidies

Payment for The District's networking circuits is dependent on E-Rate subsidies. The district will file for the E-Rate subsidies throughout the term of the contract. In the event that the district E-Rate subsidies were to cease, the district will notify the service provider as to the date of the cessation and the District's will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the district will not be bound by the remainder of the contract.

16. Requirements

- a. Vendor must include copy of Kansas Contractors License.
- b. Description of Help Desk Procedures.
- c. Description of Service Response Procedures.
- d. Description or list of service locations that will provide service and support for the district installation and the number of technicians available for that support.
- e. Vendor must provide three (3) references for similar installation in Kansas school districts as described in the specifications.
- f. Full description of the Network Service to be provided to include bandwidth, network performance specifications and all necessary installation and equipment.
- g. Copy of proposed contract.
- h. All site visits must be completed by Friday, March 30, 2017.

This Request for Proposals (RFP) covers services that are E-Rate eligible and must be provided by an Eligible Provider as per FCC regulations. It is the responsibility of the service provider to separate the cost of e-rate eligible services from the services that are not eligible for E-Rate. There will be a cost evaluation of E-Rate eligible services and erate non-eligible services. Any service provider that has questions concerning E-Rate or FCC regulations should visit www.universalservice.org/sl.

To be qualified to respond to this RFP all respondents should have a valid Service Provider Identification Number (SPIN) and should have an up-to-date Service Provider Annual Certification (SPAC) on file. Visit www.universalservice.org/sl/providers for additional information.

Proposals are due no later than 10:00 a.m. on Thursday, April 6, 2017

PROJECT SCHEDULE

The following is the schedule of events for this project. The schedule may change depending on the results of the responses.

EVENT	DATE
Release of RFP to Bidders	Thursday, March 9, 2017
Questions and Site Visits Due	Friday, March 30, 2017 @ 4:00 PM
RFB Response Due	Thursday, April 6, 2017 @ 10:00 AM
RFB Response Opening	Thursday, April 6, 2017 @ 10:30 AM
BOE Contract Recommendation	Thursday, April 13, 2017 @ 7:00 PM
Installation Complete - Service Ready	Saturday, July 01, 2017

Proposal Submission Form

Company Name of Vendor	
Corporate Headquarters Address	
City	
State	
Zip	
Vendor Contact Name	
Vendor Contact Phone	
Vendor Contact E-Mail	
E-Rate Service Provider Name	
E-Rate Service Provider Identification Number (SPIN)	
Address of Kansas Office	
City	
State	
Zip	
24 Hour Toll Free Desk Phone Number	
Number of years vendor has been approved SLD Internet provider	
Number of years vendor has been approved Kansas Internet provider	

E-Rate Eligible One Time Cost	
E-Rate Ineligible One Time Cost	
E-Rate Eligible Monthly Cost	
E-Rate Ineligible Monthly Cost	