

Prince George County Public Schools

Leased Lit WAN and Internet Access RFP #20-PGS WAN and IA

Request for Proposal

NOTICE INVITING PROPOSALS

Notice is hereby given that the Prince George Schools (Applicant) will accept proposals for the award of contracts for E-rate Funding Year (FY) 2020 up to, but not later than 11:00 A.M., on February 28, 2020 for the following: RFP #20-PGS WAN and IA.

Proposals shall be delivered in separate sealed envelopes, or boxes, marked on the outside with the respective RFP number and bidders company name and contact name to the District.

ATTN: Scott Brubaker
Prince George County Public Schools
6410 Courts Drive
Prince George, VA 23875

No faxed proposals will be accepted. Each bid must conform and be responsive to the bid documents, and include one original binder, two (2) additional hard copies, and one (1) electronic copies of the RFP on a portable "thumb-drive" containing all documents, and deliverables.

Timeline:

Release of 470/RFP Posting: 1/14/2020

Questions Due: 1/24/2020

Answers Posted: 1/29/2020

Bids due: 2/28/2020 11am Local time. See the Section 7 Terms and Conditions for Sealed Bid Submission Instructions.

Bids opened and evaluated: 2/28/2020

Anticipated Notice of Award(s): 2/28/2020

SCOPE OF SERVICES

Section 1: Introduction

Prince George Schools, hereafter referred to as Applicant, is requesting proposals for leased lit fiber (with or without Internet access) for delivery of wide area network (WAN) services to the district and a fully-managed bundled Internet service over fiber. WAN service is expected to originate at the district hub site and be delivered to the eligible service locations. All locations, with addresses and demarcation points, are listed in the attached pricing sheet. The new service is being planned to begin on July 1, 2020 which represents the expiration of the current WAN service. Applicant is seeking bids for all sites however may choose to award all, or a subset of sites based on the proposals received. L.L. Beazley Elementary has existing fiber facilities running to the School Board Office and may or may not require service as part of this procurement. Vendors are encouraged to provide proposals with identifiable costs per school in the event that Applicant decides to award a subset of all sites.

Section 2: Service Requests

1. Applicant is seeking bids for a fully managed WAN solution and Internet Access to the PGS School Board Office. For Option One: Applicant is seeking Leased Lit Fiber (with or without Internet Access) is the E-rate Category 1 service option to choose when bidding point to point wide area network (WAN) connections. WAN connections are point-to-point fiber connections that connect individual instructional/non-instructional facilities in the same school district. See Section 3 for solution requirements. For Option Two: bids for a fully managed, bundled Internet access solution. Leased Lit Fiber (with or without Internet Access) is the E-rate Category 1 service option to choose when bidding a bundled solution of Internet access delivered over leased lit fiber.
2. Network Design and Construction Routes
 - a. Applicant will consider traditional network designs (such as hub and spoke) or alternative proposals. The applicant's stated decision criteria (outlined in the RFP) will be used to determine if an award is made as-a-result of this RFP. The applicant has, in accordance with E-rate guidelines, rated cost of service as the highest weighted factor in its decision criteria.
 - b. Due to current and future bandwidth needs, respondents are encouraged to provide dedicated infrastructure to Applicant. Designs 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 Applicant 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.
 - c. Respondents should clearly illustrate proposed network design and construction routes.
 - d. Applicant is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the vendor to present their best solution while recognizing the cited termination locations.
3. Special Construction
 - a. 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.
 - i. Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information.

- b. Special construction charges eligible for Category One support consist of three components:
 - i. construction of network facilities
 - ii. design and engineering
 - iii. project management
- c. If no new fiber is being installed, then any installation costs are considered standard **non-recurring costs (NRC)**.
 - i. For leased lit fiber solutions requiring special construction, this means that the costs associated with building the fiber are considered special construction and the costs associated with the equipment required to activate the service are a standard NRC.
- d. Excess fiber strands for special construction projects
 - i. To the extent that the winning service provider installs additional strands of fiber for future business ventures, the winning service provider assumes full responsibility to ensure those incremental costs are allocated out of the special construction charges to the district in accordance with FCC rules and orders.
 - ii. If, after the issuance of the FCDL, USAC or the FCC determines that the winning service provider did not cost allocate those charges associated with the additional strands, Applicant will not be responsible for reimbursing the winning vendor and the winning vendor will assume all responsibilities deemed ineligible by USAC.
 - iii. For examples of cost allocation, please see document in Appendix A as prepared by the State E-rate Coordinators' Alliance (SECA).

Section 3: Solution Specifications

- 1. Wide Area Network
 - a. Applicant must have dedicated, symmetrical transport bandwidth of a minimum of 10GB between the designated endpoints.
 - b. The solution must be scalable to 50GBPS.
 - c. Contract options are requested for 36 months and 60 months with no more than two optional one-year renewals.
 - d. Each respondent is required to complete the attached pricing sheet with this RFP.
 - i. Special construction, monthly recurring cost, and any additional non-recurring costs are **required** to be broken out and listed separately.
 - ii. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
 - iii. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix.
 - iv. A decrease in pricing is allowed during the life of the contract in order for vendors to maintain compliance with the Lowest Corresponding Price requirement.
 - e. If an increase in bandwidth is requested during the contract period the contract does not renew.
 - f. All solutions must adhere to the Service Level Agreement (SLA) terms in Section 4.
- 2. Internet access
 - a. Applicant must have dedicated, symmetrical bandwidth of 10 Gbps.
 - b. The solution must be scalable to 50 Gbps.

- c. Contract options are requested for 36 month and 60 month with no more than two optional one-year renewals. terms of service.
- d. Each respondent is required to complete the attached pricing sheet with this RFP.
 - i. Special construction, monthly recurring cost, and any additional non-recurring costs are **required** to be broken out and listed separately.
 - ii. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
 - iii. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix.
 - iv. A decrease in pricing is allowed during the life of the contract in order for vendors to maintain compliance with the Lowest Corresponding Price requirement.
- e. If an increase in bandwidth is requested during the contract period the contract does not renew.
- f. All solutions must adhere to the Service Level Agreement (SLA) terms in Section 4.

Section 4: Service Level Agreement

1. Proposed services must me the following specifications:
 - a. The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
 - b. .25% frame/packet loss commitment
 - c. 3ms network latency commitment
 - d. 4ms network jitter commitment
 - e. There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason
 - f. Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service.
2. Network operations center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor provided services.
3. 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. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
4. 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.
5. Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
6. Trouble reporting, escalation and resolution: A detailed trouble reporting, escalation and resolution plan will be provided to the district.
7. Measurement: Time starts from the time the Customer contacts vendor and identifies the problem. Credits for outages of a certain duration or longer will be identified.
8. Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
9. Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.

10. Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing Applicant.

Section 5: General Terms for All Proposals

1. Description of Proposal
 - a. Please include all sites in the bid.
 - b. Respondent will provide a description of their proposal for all services and solutions.
 - c. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail Applicant may find useful or necessary (or could differentiate the solution from a competing proposal).
2. Timeline
 - a. For each response, respondents must include a timeline for bringing all sites online.
 - b. Proposals requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year.
 - i. Vendors should itemize any site not anticipated to be online by July 1st and provide an estimated online date.
 - c. For solutions requiring special construction, a schedule of bringing sites online must be included with an explanation of how this timeline shifts if the date of the E-rate funding commitment shifts.
3. Demarcation
 - a. All solutions must terminate service or infrastructure in the demarcation point at each address specified in the pricing sheet.
 - b. Solutions bringing service to the property line but not to the demarcation point are not acceptable.
 - c. Respondent must specify specific demarcation setup included in base fees, e.g. wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.
4. Network Diagram
 - a. For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint.
 - b. Diagrams must show if circuits are routed through any aggregation hubs, equipment, or third-party facilities between hub site and each endpoint.
5. E-rate Program Integrity Assurance (PIA) Review
 - a. If their solution is chosen, respondents are required to promptly provide Applicant with any information being requested as part of PIA review.
 - b. Vendors may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.
 - c. For all responses that include special construction, the respondent agrees to, by submitting its bid, produce all construction labor, construction materials and other cost information requested during PIA review.
 - d. **All responses must agree, in writing, to this section with a yes or no answer. Answering no or failure to answer at all is grounds for disqualification.**
6. Required Notice to Proceed and Funding Availability
 - a. Applicant will follow the purchasing policies of the Applicant Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding.^{[[SEP]]}
 - b. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to

- Proceed.
- c. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding (including any state matching funds for special construction projects) does not come available.

Section 6: Evaluation Criteria

1. Leased Lit Fiber (with or without Internet access)

% Weight	Criteria
40	E-rate eligible recurring and one-time circuit costs ¹
30	Understands and meets needs ²
20	Contract Terms and Conditions ³
10	Past performance with vendor ⁴

2. Criteria Explanation

- 1. E-rate eligible costs: the total cost of ownership for the eligible components of the proposed service. Total cost of ownership takes into account all one-time and recurring costs. Note that E-rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the Applicant. This criterion must be the highest weighted per E-rate program rules.
- 2. Understands and meets needs: the vendor is able to meet or exceed the requirements and needs specified in the RFP document. Any value-add services will be accounted for in this field.
- 3. Proposed contract terms and conditions: Proposed contract has flexibility for growth and terms desired by Applicant
- 4. Past Performance with Vendor: past performance will be evaluated based off of historical dealings with the vendor if applicable.

Section 7: TERMS AND CONDITIONS

1. Proposal Acceptance Period: This proposal shall be binding upon the offeror for 60 calendar days following the proposal due date. Any proposal on which the offeror shortens the acceptance period may be rejected.

2. Cancellation of Contract: Applicant reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor for just cause or as provided in the Contract. Any contract cancellation notice shall not relieve the Contractor of the obligation to provide services until the effective date of cancellation.

3. Availability of Funds: It is understood and agreed between the parties herein that Applicant shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

4. Default: In case of failure to deliver goods or services in accordance with the terms and conditions, Applicant, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which Applicant may have. Any local stocking facilities, local representative or any other training or personnel requirement furnished under this contract must remain in effect for the entire duration of the contract. Any manufacturer reorganizations or other considerations that alter the contract requirements without Applicant approval shall be deemed breach of contract and grounds for Applicant to void such contract.

5. Ethics in Public Contracting: By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or endorsements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any; payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

6. Closing Date and Time: To be eligible for consideration, proposals must be received on or before February 28, 2020, 11:00 a.m. local time. Any proposal received late will be returned unopened.

7. Submittals: All offers must be signed by the offeror's contractual binding authority and submitted to Attn: Scott Brubaker Prince George County Public Schools 6410 Courts Drive, Prince George, VA 23875. Submissions should include three (3) hardcopy bid proposals and one (1) electronic copy via USB drive, CD or DVD.

8 Inquiries: It is the responsibility of the proposed offeror to inquire, in writing, about any portion of this RFP that the offeror does not understand. Applicant will not be bound by verbal responses to questions. All inquiries concerning this RFP should be made by the deadline posted on the cover sheet (see Timeline).

9 FCC Requirements: By submitting a bid on the requested services herein, the vendor certifies its proposed prices are consistent with the FCC's [Lowest Corresponding Price](#) ("LCP") requirements and that its equipment and services are compliant with the FCC Order ([FCC 19-121](#)) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other "covered company" deemed a national security threat.