

REQUEST FOR PROPOSAL

2015-01 Category Two, E-Rate YR 19 (2016)

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Deadline for Questions: **February 22, 2017 at 12:00PM MST**

Proposal Due By: **February 24, 2017 at 4:00PM MST**

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1 Preamble

Idaho Arts Charter School (hereinafter, School) is seeking a contract with a company (hereinafter, Proposer) for the following purpose(s):

- Internet connection
- Internet connection OR WAN connection.

Specifically, the School is seeking proposals for:

- Increased bandwidth to the main campus (currently at 80Mbps) AND EITHER
 - One (1) connection between the main campus and an auxiliary campus OR
 - A second internet connection to the auxiliary campus.

The Northwest Counsel of Computer Education (hereinafter, NCCE) has been retained by the School to manage their E-Rate application and to conduct a fair and competitive bid for the products and/or services outlined in this Request for Proposal (RFP).

The aim of this RFP is to (a) provide a description of the work needed (b) provide instructions regarding required forms and content of proposals, (c) establish scoring criterion, and (d) articulate local bid requirements and expectations of Proposer.

Request for Proposal Release Date: **January 20, 2017**

The last day to submit questions is **February 22, 2017 at 12:00PM MST**

Proposals, in response to this RFP, shall be received no later than: **February 24, 2017 at 4:00PM MST**

Proposal content and directions for submitting proposals is listed below in Section Three and Four.

Criteria used for the evaluation of proposals is listed in Section Five.

All questions, comments, or concerns regarding this RFP should be addressed in writing to Eric Chambers at echambers@ncce.org. *Attempts to contact anyone else regarding this RFP shall be viewed as an attempt to circumvent the competitive bidding process and may result in the disqualification of your bid(s).* Phone calls regarding this RFP shall not be accepted.

2 School Background

The Idaho Arts Charter School is located in Nampa, Idaho in Canyon County just northwest of Boise.

Approximately 780 students attend one (1) K-12 school with an additional 300 student's added next year. Approximately 55% of all students qualify for free or reduced-priced meals. The school is considered "urban" for the purposes of the Federal E-Rate program.

The School is currently located in is located at 1220 5th Street North, Nampa Idaho and has opened a second location on Shannon Drive in Nampa in September 2016.

2.1 School/School Map

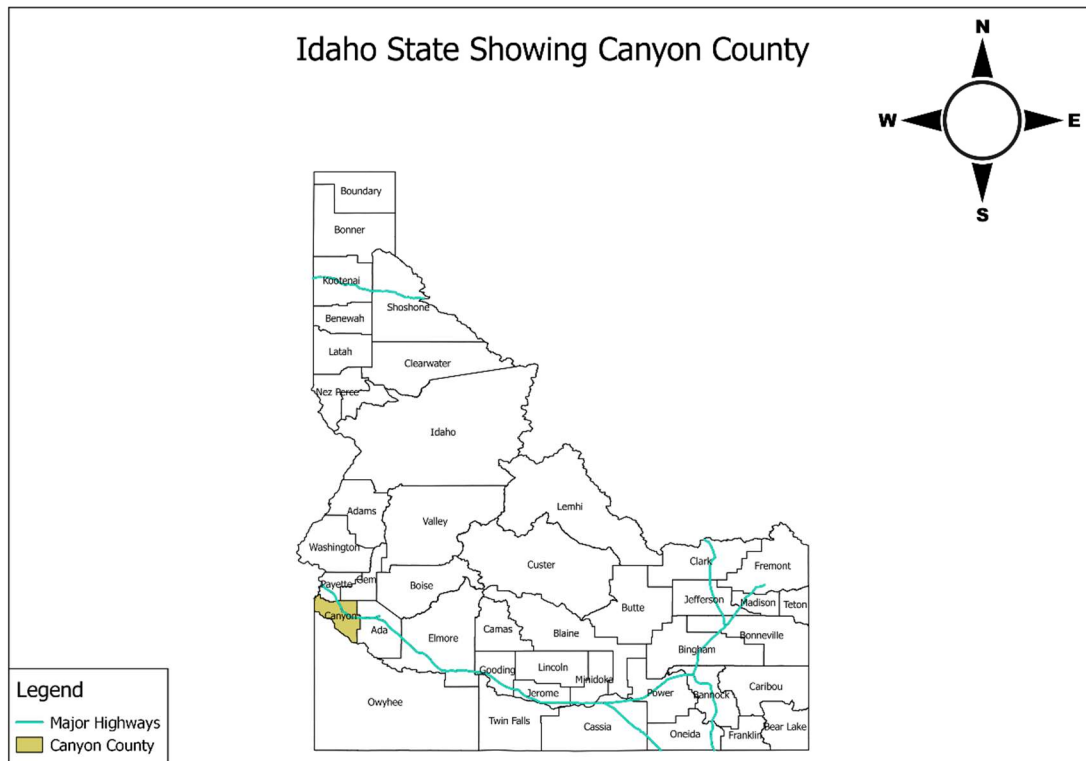


Figure 1

Idaho State showing Canyon County

3 Statement of Work

3.1 Goal 1: Increase bandwidth from 80Mbps to 100Mbps and higher.

The School has one current internet connection to the main campus at a speed of 80Mbps. This speed is insufficient to meet their current and future needs. Thus, the School is requesting proposals for a multi-year contract for internet access. Proposals should begin at 100Mbps and include provisions to scale up to 500Mbps or higher within the terms of the contract.

3.2 Goal 2: Create a WAN connection between the main campus and the auxiliary campus OR secure a second internet connection.

3.2.1 Background

In the fall of 2016 the School opened an auxiliary campus approximately 1 mile away on Shannon Drive in Nampa. At the time the School installed a point-to-point wireless system from the main campus to the auxiliary campus. This installation was not successful and led to the School using WiFi hotspots during critical testing times. Thus, the School seeks either a WAN connection from the main campus to the auxiliary campus or a second internet connection directly to the auxiliary campus. The WAN can be either dark or lit fiber, or any other solution besides wireless, that meets the functional needs as described in this RFP.

While the Schools preference is for a WAN connection between the two buildings, the School will consider proposals that include a second internet connection to the auxiliary campus.

Either solution must be sufficient to meet the needs of the teachers and students, including supporting online learning/testing, 1 to 1, BYOD initiatives and allowing guest access.

3.2.2 General Specifications

The network must support full Internet Protocol (IP) services/ports and advanced services, including, but not limited to, H.323 audio and video conferencing, large (100 MB+) file transfers, web-based audio and video streaming, Voice over IP (VoIP), and full support for both IPSec and SSL VPN traffic/services providing complete network convergence throughout the infrastructure.

All equipment, transmission methods, and systems must be “industry-standard.” Industry-standard is defined as the most current version of relative standard(s) set by an American National Standards Institute (ANSI) or International Organization for Standardization (ISO)-accredited Standards Developing Organization (SDO), such as the Institute of Electrical and Electronics Engineers (IEEE), Telecommunications Industry Association (TIA), or Electronic Industries Alliance (EIA).

The overall reliability of the network—and, therefore, of all components comprising the network—is an important proposal evaluation criterion. As an attachment to its response to the RFP, the vendor must provide manufacturer specification/data sheets for all hardware that is proposed – whether they are eligible for e-rate reimbursement or not.

The selected Proposer will be responsible to provide necessary hardware and labor related to the design, installation, configuration, and training of staff to manage the proposed system. The successful Proposer is required to possess all necessary licenses, obtain all required permits, and arrange for final inspections. The successful Proposer is required to ensure that the project passes all required inspections. The successful Proposer must ensure that prevailing wage is paid as required by Idaho State law. Further, the proposed WAN solutions must be:

- Capable of 1 Gbit speeds
- 99% uptime guarantee

NOTE: Dark fiber solutions must include all hardware necessary to light the fiber.

Proposed internet connections (in place of a WAN) must meet the specifications in section 3.1.

3.3 General Design and Installation Specifications

- All fiber and cabling shall meet or exceed generally accepted industry standards and specifications (see below).
- Proposal shall include a timeline/proposed work schedule with work beginning on or around July 1, 2017.
- Proposers are responsible for reading all provided information and requesting necessary clarifying information to ensure they understand the project prior to submitting a proposal.
- At the completion of work, the winning Proposer shall be able to provide the School with ‘as-built’ drawings and all data related to system performance testing including bandwidth capabilities and latencies.
- It is the responsibility of the Proposer to design, furnish, install, and test all aspects of installed cabling and equipment for this project.
- The Proposer accepts that any available site plans, maps, or images furnished as part of this process are not guaranteed to be an accurate representation of all conditions.
- Any work completed on School property and environs shall be in compliance with all State laws related to school or “safety” zones, including IS 18-3302D, IS 37-2739B, IS 18-8329, and others.
- When applicable, the Proposer is responsible for confirming the location of existing utilities prior to commencing work.
- Proposer shall restore landscaping, hardscaping, and any walls, floors, or ceilings to their pre-installation condition prior to concluding work.

3.3.1 Manufacture’s Statement of Support

If the Proposer is anyone other than the manufacturer of the hardware or cabling, the Proposal shall include a Statement of Support from the manufacturer which conforms to the following requirements:

- The Statement of Support shall be current, dated, addressed to School, signed by an individual authorized to bind the Manufacture, and printed on Manufacture’s letterhead.
- The Statement of Support shall stipulate that the Proposer is an authorized to sale and install the Manufacture’s product lines.

3.3.2 Product inspections

All products shall be inspected prior to installation including;

- Verification that cable is the proper gauge, includes the correct number or pairs, and is free of damage including non-uniform jacket thickness, jacket tightness, or buckling.
- Verification that hardware is the material ordered.
- Verification that software and/or licenses are the correct and most current version.

3.3.3 Inspection by the School

The School reserves the right to perform inspections and approve on-going work at each phase of the project including, but not limited to: -- mandatory checkpoints meetings instead of specific as below

- ‘Shop” drawings
- Cable installation including terminations

In addition, the School reserves the right to approve any substitution request prior to ordering or installing substitute parts.

3.3.4 Installation of Cables

All work shall be performed in accordance with all applicable standards including, but not limited to:

- ANSI/TIA/EIA-568-C.0 and addenda “Generic Telecommunications Cabling for Customer Premises”
- ANSI/TIA/EIA-568-C.1 and addenda “Commercial Building Telecommunications Cabling Standards”
- ANSI/TIA/EIA 568-C.2 and addenda “Balanced Twisted-Pair Telecommunication Cabling and Components Standards”
- ANSI/TIA/EIA-569-C and addenda “Commercial Building Standards for Telecommunications Pathways and Spaces”
- ANSI/TIA/EIA-606-B and addenda “Administration Standards for Commercial Telecommunication Infrastructure”
- ANSI/TIA/EIA-607-B and addenda “Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises”
- International Building Code 2015
- International Fire Code 2012
- National Electric Code 2014
- Manufactures installation protocols

In the event that standards conflicts, the School shall make the final decision on which standard takes precedence.

3.3.5 Grounding

When grounding is required per installation standards or manufacturing installation requirements the following standards shall be met:

- BICSI Telecommunications Distribution Manual 13th Edition, “Bonding and Grounding (Earthing)”
- ANSI-J-STD-607-A “ Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications”
- IEEE1100 “Recommended Practices for Powering and Grounding”

In the event that standards conflicts, the School shall make the final decision on which standard takes precedence.

3.3.6 Installation of Raceways

- Bids should include appropriate non-metallic raceways with appropriate fittings for all exposed cable with the exception of any cable installed in the attic.
- Installers shall comply with manufacturer’s instructions when installing raceway
- All raceways shall be installed plumb and level.
- All surface mounted raceway shall be affixed with appropriate screws via pre-punched mounting holes. No adhesive tape shall be used to secure the raceway.

3.3.7 Testing and Quality Control

- Installers shall perform all required tests and inspections per latest standards on all hardware and cabling including, but not limited to;
 - ANSI/TIA/EIA-568-C.0 and addenda “Generic Telecommunications Cabling for Customer Premises”
 - ANSI/TIA/EIA-568-C.1 and addenda “Commercial Building Telecommunications Cabling Standards”
 - ANSI/TIA/EIA 568-C.2 and addenda “Balanced Twisted-Pair Telecommunication Cabling and Components Standards”
 - Manufactures testing protocols
- The School reserves the right to hire an independent testing company to verify any test results provided by the installer. If the results vary more than 10% from the results provided by the Installer, the Installer may be required to retest the entire system.
- In the event that standards conflicts, the School shall make the final decision on which standard takes precedence.

3.3.8 As-Built Drawing

The installers shall provide one (1) paper set and one (1) electronic set of as-built drawings to the School which includes the demark.

4 Contents of Proposal

All proposals shall include the following:

1. A face sheet, available here: http://www.ncce.org/images/2015_Face_Sheet.docx
2. A certification form, available here: http://www.ncce.org/images/2015_Certification_Page.docx
3. A Category One Bid sheet available here:
4. Proposal, including
 - a. Introduction and Executive Summary. Please do not exceed 1 pages.
 - b. Proposer background information, including background, relevant experience, service array, service response, and *at least* three references including contact information for similar sized projects, preferably from schools in Idaho State. There is no page limit but each proposal shall address the following questions:
 - i. Proposer shall describe their resource availability to plan, design, and configure a WAN or Internet connection.
 - ii. Proposer shall describe their ability to provide a two (2) hour onsite response time to facilitate quick response to significant network outages requiring onsite support
 - iii. Personnel profiles for the professional services personnel assigned to this work, including any certifications
 - iv. A list of Manufacturers the professional service team is certified to design and install with/for, if applicable
 - v. Overall years of experience and years’ experience working with the proposed product line.
 - c. System Specifications, including design, installation, and maintenance of your proposed solution. There is no page limit but each proposal shall address the following:

- i. Proposer shall describe in detail the items and services to be covered under maintenance.
 - ii. Proposer shall describe and define any client software that must be installed as well as any servers or appliances required and their operating locations i.e. (cloud, school central office, and/or individual school).
 - iii. Proposer shall describe the process for processing warranties
 - d. Detailed listing of all equipment needed (including brand and model number) *per site*. Please also include rack space needs, UPS needs, other electrical needs, and other needs.
 - e. Timelines, Gantt chart preferred, including both Proposer's and School's responsibilities. Please do not exceed 2 pages.
 - f. Terms and conditions including total costs for all recurring and non-recurring costs. Please include all hardware, other equipment, software, licenses, labor, materials, delivery charges, all applicable taxes, and other fees. All costs associated with management of the components must be provided on a per-device per-year basis, as required by E-Rate rules. Any portion of any fee, license, feature or component that is not E-Rate eligible must be clearly apportioned and enumerated. It is acceptable to include non-E-Rate eligible components in a solution, but they must be clearly called out to enable proper reporting and filing to the FCC and USAC by the School. When applicable, include model and part numbers. Please specify which line items are eligible for E-Rate reimbursement under Category One or Two. If your proposal is accepted, these data shall be used to complete the Item 21 Attachment.
- 5. Subcontractor information, if applicable, including name, brief background information, a description of their roles, and three references for each if they shall be involved in any installation, service, or testing on any School property.
- 6. Product information sheets, white papers, etc. There is no limit to the amount of information included in this document, however, these are not scored and may not be reviewed.

Proposals shall include one (1) signed original, two (2) printed copies, and one (1) electronic copy in PDF, MS Word, or Rich Text Format via a thumb drive.

4.1.1 Proposal Format

Proposals should be on standard 8x11 paper for ease of copying and distribution. If it is necessary to include a document of larger size, please indicate so in a cover letter. Please do not bind proposals.

4.2 Submitting a Proposal

Proposals should be submitted to: Jackie Collins, 1220 5th Street North, Nampa, ID 83687

Bids shall remain sealed until the bidding has been closed.

Proposals shall be received by the date indicated in this RFP. Proposers are solely responsible for ensuring bids are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension. Proposers are encouraged to send a tracking number for all proposals to Eric Chambers at echambers@ncce.org.

5 Scoring Criteria

The following criteria shall be used to go evaluate bids:

30 points	Pricing of eligible goods and services
25 points	Understanding of School needs
15 points	Proposer qualifications/Experience including certifications
10 points	Price of ineligible goods and services
10 points	Past experience with Proposer
10 points	References

5.1 Non-Responsive Bids

The Proposer's bid responses will be deemed non-responsive by the School and will be rejected without further consideration or evaluation if statements *such as* the following are included:

- "This bid does not constitute a binding offer"
- "This bid will be valid only if this offer is selected as a finalist or in the competitive range"
- "The Proposer does not commit or bind itself to any terms and conditions by this submission"
- "This document and all associated documents are non-binding and shall be used for discussion purposes only"
- "This bid will not be binding on either party until incorporated in a definitive agreement signed by authorized representatives of both parties"
- A statement of similar intent.

6 Additional Information

6.1 Addendum and Other Documentation

Any modification of this RFP that results in substantial changes to the Statement of Work will be published in an Addendum to this RFP. This RFP and subsequent addendum, if any, shall be published at <http://www.ncce.org/e-rate>. It is the responsibility of the Proposer to ensure they have reviewed the RFP and any addendum prior to submitting a proposal.

Questions from Proposers shall be answered, collated, and posted at <http://www.ncce.org/e-rate>. Generally, questions shall be answered within two business days. When questions cannot be answered within this timeframe the questions shall be marked "answer pending" until such a time as an answer may be posted. If a question cannot be answered in a reasonable amount of time, the Vendor may request an extension to the due date of the proposal. If an extension is granted, such extensions shall apply to all vendors interested in responding to this RFP.

The School reserves the right to not answer some questions if, in the opinion of the School and their agents, the answer is not necessary to provide a qualified bid. For example, the answer to the question "How much are you currently paying for cellular service" is irrelevant because the School expects that each Proposer shall provide the "best and final" offer in their proposals.

Please see the deadline for submitting questions, above.

It is the responsibility of the Proposer to ensure that they have received the most current “Question and Answer” document prior to submitting their proposal.

6.2 Authorized Signature

Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract. Proposals submitted by a third-party agent for equipment or services on behalf of another entity, must include a valid letter of authorization, power of attorney, or other documentation sufficient to certify the agent’s authority to bind the Proposer.

6.3 Availability of Funds

Awarding of a contract is contingent upon funding through the E-Rate program. If funding is denied, the School is no obligated to complete the project described in this RFP in part or in whole.

6.4 Award of Proposal

The award of any contract that comes from this RFP may be contingent upon the approval of funding from the Schools and Libraries Division of the Universal Services Administration (USAC).

6.5 Award Rights

The School retains the right to award all or part of the work described in Section One, above, to one or more Proposer s.

6.6 Cancellation

The School retains the right to cancel this RFP and all supporting documents at any time. Cancellation notices shall be posted at <http://www.ncce.org/e-rate>.

6.7 Clarifications

The School reserves the right to obtain clarification of any point in the proposal obtaining information necessary to properly evaluate the proposal, including contacting subcontractors if listed in the proposal. Failure of a Proposer or subcontractors to respond to such a request for additional information or clarification may result in the rejection of the proposal. The School’s retention of this right shall in no way reduce the responsibility of the Proposer to submit a complete, accurate, and clear proposal.

6.8 Compliance with Local, State, and Federal Laws

The Proposer must know, understand, and comply with all local ordinances and state and federal rules, regulations, and laws related to the competitive bid process.

6.9 Confidentiality

Proposals received in response to this RFP may be subject to public records requests. It is the responsibility of the Proposer to clearly mark any information that is proprietary or otherwise exempt from federal, state, or local public information requests. (c.f. The Freedom of Information Act, 5. USC § 552). Marking the entire proposal as “proprietary” may result in the rejection of your proposal.

Any information marked as “proprietary” shall be protected to the best of the School’s ability. However, the decision to release proposals remains with the School.

6.10 Conflict of Interest

Potential conflicts of interest shall not automatically result in the rejection of the proposal but they must be declared with the proposal.

6.11 Cost Allocation and Ineligible Products/Services

The Proposer is responsible for correctly applying cost allocation to otherwise eligible products and services and correctly identifying ineligible products/services on the bid form.

6.12 Cost of Preparing Proposal

All costs incurred in the preparation of the proposal(s) shall be the responsibility of the Proposer and shall not be reimbursed by the School.

6.13 Debarment

The Proposer must not be debarred, suspended, proposed for debarment, voluntarily excluded or otherwise declared ineligible to enter into a contract with the School by any local, state, or federal department or agency. The Proposer agrees to notify the School and the NCCE of any change to this status.

6.14 Design Limitations of this RFP

This RFP is intended to represent a functional description and performance criteria for required systems. The Proposer is responsible for the actual system engineer and design activities that shall lead to the final system configuration (c.f. "Cost of Preparing Proposal" above).

6.15 Errors in the Proposal

Proposers are responsible for all errors and omissions in their proposal and any such errors or omissions shall not serve to diminish their obligations to the School.

6.16 Family Education Rights and Privacy Act

Student educational records are subject to 20 U.S.C. 1232g, Family Rights and Privacy Act (FERPA) and may not be disclosed except in very limited circumstances. The Proposer shall ensure that every employee or subcontractor responsible for carrying out the terms of this contract is aware of the confidentiality requirements of federal law. In addition, every such employee or subcontractor with access to student educational records must sign a confidentiality acknowledgement that indicates that he or she understands the legal requirements for confidentiality. The Proposer is responsible for the actions of its employees and subcontractors and must take all precautions necessary to ensure that no violations occur. Finally, access to personally identifiable student education information will be limited to those employees and subcontractors who must have access to it in order to perform their responsibilities pursuant to this contract.

6.17 Inconsistencies

In the case of inconsistencies or disputes among the Agreement, the School's RFP, and the Proposer's Response to the RFP, the following order of precedence shall prevail in descending order of priority:

1. The Agreement and any written and fully signed amendments thereto.
2. The School's RFP and any written amendments thereto.

3. The Proposer's Response to the RFP and any authorized written amendment or clarifications thereto.

6.18 Incorporation of the RFP and Proposal in the Final Agreement

This RFP and the selected Proposer's/Proposers' response, including all promises, warranties, commitments, and representations made, shall be binding and incorporated by reference into the School's contract with the Proposer .

6.19 Proposal Disposition

All materials submitted in response to this RFP shall become the property of the School.

6.20 Registered Sex Offenders

Proposers acknowledges that School's "Registered Sex Offenders" policy prohibits anyone registered or required to register as a sex offender from being present on any school property for any reason, whether before, during or after school hours.

6.21 Reseller Authorization

When applicable, Proposer must be able to produce upon request, evidence of reseller authorization from the hardware and/or software manufacture.

6.22 Right to Waive Irregularities

The School reserves the right to waive minor irregularities that do not otherwise impact the mandatory requirements of this RFP. The School also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the requirement and doing so does not materially affect the scope of the project.

6.23 Service Provider Identification Number (SPIN)

Proposer must in have a valid SPIN at the time the proposal is submitted and must not be in 'red light' status with the Federal Communications Commission as listed here:

<https://apps.fcc.gov/redlight/login.cfm>

6.24 Severability

If any provision or part of a provision of this Request for Proposal is found invalid, illegal, unenforceable, or in violation of FCC rules, that portion shall be modified or severed from this RFP and the remaining provisions deemed valid and enforceable. In the event of a modification or removal of any provision or part of a provision of this RFP, NCCE shall publish an addendum at www.ncce.org/e-rate.

6.25 Taxes and other fees

Current sales taxes and other fees must be included as separate line items in the proposal.

6.26 Terms of Validity

Proposal should be valid for a period of 180 days or greater

6.27 Use of Subcontractors

The Proposer shall, in all cases, serve as the sole point of contact with regard to any subcontracted services, equipment, software, and supplies, and shall ensure that any and all subcontractors comply

with the terms of this RFP and subsequent Agreement(s). Responsibility for all work shall be the sole responsibility of the Proposer.

6.28 Withdrawal of Proposal

The Proposer may withdraw their proposal from consideration at any time prior to the bid opening by contacting Eric Chambers at echambers@ncce.org.