

# Lakewood School District

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## REQUEST FOR PROPOSAL

Category One E-Rate YR 20 (2017)

RFP Number: NCCE WA 2017-005

### Request(s) Type:

Internet Access: Lit or Dark Fiber

470 Number: 170070419

RFP Release Date: **March 6, 2017**

Non-Mandatory Phone Meeting: N/A

Non-Mandatory Walk-Through: N/A

Deadline for Questions: **April 3, 2017; 12:00 PM (PST)**

Proposal Due By: **April 6, 2017 at 4:00 PM (PST)**

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## 1 Preamble

Lakewood School District (hereinafter, District) is seeking a contract or month-to-month service with a company (hereinafter, Proposer) for the following purpose(s):

- Dark or Lit fiber

The Northwest Council for Computer Education (hereinafter, NCCE) has been retained by the District 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 contents of proposals, (c) establish scoring criterion, and (d) articulate local bid requirements and expectations of Proposer.

Request for Proposal Release Date: **March 6, 2017**

The last day to submit questions **April 3, 2017; 12:00 PM (PST)**

Proposals, in response to this RFP, must be received no later than **April 6, 2017; 4:00 PM (PST)**

- 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](mailto: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 District Background

Lakewood School District is located just north of Seattle, off the so-called I-5 Corridor.

Approximately 2,366 students attend three elementary schools, one middle school, and one high school. Most the students are white (74%) while Hispanics students comprise 14% of the total population. About 31.2% of all students qualify for free or reduced-priced meals. The district is considered “rural” for the purposes of the federal E-Rate program.

## 3 Statement of Work

### 3.1 Goal Three: WAN: Dark or Lit Fiber

To provide reliable and affordable Internet Access.

District currently has two (2) dark fiber connections to the following locations:

- a. 16800 19<sup>th</sup> Dr. NE to 16800 16<sup>th</sup> Dr. NE
- b. 16216 11<sup>th</sup> Ave NE to 16800 16<sup>th</sup> Dr. NE

#### 3.1.1 General Specifications

Bids for dark fiber must include modulating electronics necessary to light the fiber.

#### 3.1.2 Additional Specification for new fiber.

The following additional specifications pertain to Proposers who propose running new lit or dark fiber.

##### 3.1.2.1 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.3 and addenda “Optical Fiber Cabling Components”
- 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

If standards conflicts, the District shall make the final decision on which standard takes precedence.

##### 3.1.2.2 Labeling Cables and Outlets

- All labels shall conform to District numbering scheme, which shall be provided to the winning Proposer

- All labels shall be machine printed using black on clear Mylar tape or equivalent. Self-laminating labels shall be used on cable jackets, appropriately sized to the outside diameter of the cable, and placed within view at the termination point on each end. Outlet labels shall be the manufacturer's labels provided with the outlet assembly
- All labeling information shall be recorded on the as-built drawings and all test documents shall reflect the appropriate labeling scheme

### 3.1.2.3 *Grounding -- for those solutions not utilizing existing fiber*

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

- BICSI Telecommunications Distribution Manual 13<sup>th</sup> 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"

If standards conflicts, the District shall make the final decision on which standard takes precedence.

### 3.1.2.4 *Testing and Quality Control*

- Installers shall perform all required tests and inspections per latest standards on cabling including (as relevant) but not limited to;
  - ANSI/TIA/EIA-527-7 "Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant"
  - 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-568-C.3 and addenda "Optical Fiber Cabling Components"
  - Manufactures testing protocols
- All testing reports shall be provided to the District.
- The District 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.

If standards conflicts, the District shall make the final decision on which standard takes precedence.

### 3.1.2.5 *As-Built Drawing*

The installers shall provide one (1) paper set and one (1) electronic set of as-built drawings to the District upon completion of the project.

*IMPORTANT NOTE: Proposers may respond to all or part of the products/services requested above. Unless otherwise noted in Section Five: Scoring Criteria, there is no competitive advantage to applying for multiple parts of this proposal nor are there disadvantages to applying for a single part.*

### 3.1.3 Quality of Service

- Twenty-four (24) hours per day, seven (7) days a week monitoring and support for each connection, including an emergency phone number for District use.
- Monthly monitoring statistics on all connection interfaces, to include transmit/receive dBm rates, usage throughput, and any connection errors must be available upon request.
- The Proposer must show evidence that they have sufficient number of certified technicians to accomplish the proposed work. This may be described in Section 3b of the proposal.
- Guaranteed response times as follows:
- One (1) hour response time for major system failure defined as a lack of, or significant interruption or slowdown, of any service to any site on the network.
- Four (4) hour response time for minor failures or intermittent failure that involve any service other than loss of connectivity.
- 8 AM of the next business day for any other issues not specified above with vendor installed network or components.
- Additionally, the Proposer must be able to describe how they will handle;
  - Call before you dig locate services;
  - Routine maintenance and inspection,
  - Scheduled maintenance windows and scheduling practices for planned outages
  - Fiber monitoring including information on what fiber management software is used, what fiber monitoring system is used, and who performs the monitoring,
  - Handling of unscheduled outages and customer problem reports?
  - What service level agreement is included, and what alternative service levels may be available at additional cost,
  - What agreements are in place with applicable utilities and utility contractors for emergency restoration,
  - Repair of fiber breaks,
  - Replacement of damaged fiber,
  - Replacement of fiber which no longer meets specifications,
  - Policies for customer notification regarding maintenance

## 4 Contents of Proposal

1. A face sheet, available here: [http://www.ncce.org/images/2015\\_Face\\_Sheet.docx](http://www.ncce.org/images/2015_Face_Sheet.docx)
2. A certification form, available here: [http://www.ncce.org/images/2015\\_Certification\\_Page.docx](http://www.ncce.org/images/2015_Certification_Page.docx)
3. A Category 1 Bid Sheet, available here: <http://www.ncce.org/images/erate/2015Cat1Proposal.xlsx>
4. A proposal including:
  - a. Introduction and Executive Summary. Please do not exceed 1 page.
  - b. Three references for similar services, preferably from Idaho schools.
  - c. Terms and conditions including total costs for all recurring and non-recurring costs.
  - d. 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 District property.

2. 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.

#### 4.1 Proposal Format

Proposals should be submitted electronically. If submitting on paper, please use standard 8x11 paper for ease of scanning and/or copying.

#### 4.2 Submitting a Proposal

Proposals should be submitted to: Eric Chambers at [echambers@ncce.org](mailto:echambers@ncce.org) or PO Box 31337, Bellingham, WA 98229.

Proposals must 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, shall not be grounds for an extension. Proposers are encouraged to send a tracking number for all proposals to Eric Chambers at [echambers@ncce.org](mailto:echambers@ncce.org).

### 5 Scoring Criteria

The following criteria shall be used to evaluate bids for Lit or Dark fiber

25 points	Pricing of eligible goods and services
20 points	Vendor qualifications/experience
15 points	Local market presence
15 points	Price of ineligible goods and services
15 points	Past experience with Proposer
10 points	References

### 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 District reserves the right to not answer some questions if, in the opinion of the District 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 District 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 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).

## 6.4 Award Rights

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

## 6.5 Cancellation

The District 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/request-for-proposals>.

## 6.6 Clarifications

The District 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 District’s retention of this right shall in no way reduce the responsibility of the Proposer to submit a complete, accurate, and clear proposal.

## 6.7 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.

## 6.8 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; Chapters 42.56 RCW). 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 District’s ability. However, the decision to release proposals remains with the District.

## 6.9 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.

### 6.10 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.

### 6.11 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 District.

### 6.12 Debarment

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

### 6.13 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).

### 6.14 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 District.

### 6.15 Inconsistencies

In the case of inconsistencies or disputes among the Agreement, the District'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 District's RFP and any written amendments thereto.
3. The Proposer's Response to the RFP and any authorized written amendment or clarifications thereto.

### 6.16 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 District's contract with the Proposer .

### 6.17 Proposal Disposition

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

### 6.18 Right to Waive Irregularities

The District reserves the right to waive minor irregularities that do not otherwise impact the mandatory requirements of this RFP. The District 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.

### 6.19 Reseller Authorization

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

### 6.20 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>

### 6.21 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](http://www.ncce.org/e-rate).

### 6.22 Taxes and other fees

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

### 6.23 Terms of Validity

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

### 6.24 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.

### 6.25 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](mailto:echambers@ncce.org).