

# WOODMAN SCHOOL

DISTRICT EIGHTEEN

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1903

## **REQUEST FOR PROPOSAL**

Category One, E-Rate YR 20 (2017)

RFP Number: NCCE MT 2017-001

### **Request(s) Type:**

Local and Long Distance Phone Service

Cellular Phone Service

Internet Access

470 Number: 170060719

RFP Release Date: **January 18, 2017**

Non-Mandatory Phone Meeting: N/A

Non-Mandatory Walk-Through: N/A

Deadline for Questions: **March 1, 2017 at 12:00PM MST**

Proposal Due By: **March 3, 2017 at 4:00PM MST**

## Contents

1	Preamble.....	4
2	District Background .....	5
3	Statement of Work.....	5
3.1	Goal 1: Local and Long Distance Service.....	5
3.1.1	Background .....	5
3.1.2	Specifications for Long Distance Phone Service .....	5
3.1.3	General Specifications.....	5
3.2	Goal 2: Internet Connectivity.....	5
3.2.1	Background .....	5
3.2.2	General Specifications.....	5
3.2.3	Quality of Service.....	7
4	Contents of Proposal.....	7
4.1	Submitting a Proposal .....	8
5	Scoring Criteria .....	8
6	Additional Information.....	9
6.1	Addendum and Other Documentation .....	9
6.2	Authorized Signature.....	9
6.3	Award of Proposal.....	9
6.4	Award Rights.....	10
6.5	Cancellation .....	10
6.6	Clarifications .....	10
6.7	Compliance with Local, State, and Federal Laws .....	10
6.8	Compliance with Licensing Requirements .....	10
6.9	Confidentiality .....	10
6.10	Conflict of Interest .....	10
6.11	Cost Allocation and Ineligible Products/Services.....	11
6.12	Cost of Preparing Proposal.....	11
6.13	Debarment.....	11
6.14	Design Limitations of this RFP.....	11
6.15	Errors in the Proposal .....	11
6.16	Inconsistencies .....	11
6.17	Incorporation of the RFP and Proposal in the Final Agreement.....	11
6.18	Proposal Disposition.....	12

6.19 Right to Waive Irregularities ..... 12  
6.20 Reseller Authorization ..... 12  
6.21 Service Provider Identification Number (SPIN) ..... 12  
6.22 Severability ..... 12  
6.23 Taxes and other fees ..... 12  
6.24 Terms of Validity ..... 12  
6.25 Use of Subcontractors..... 12  
6.26 Withdrawal of Proposal..... 13

## 1 Preamble

Woodman Elementary School District #18 (hereinafter, District) is seeking a contract or month-to-month service with a company (hereinafter, Proposer) for the following purpose(s):

- Local and long distance phone service
- Internet connectivity

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: **January 18, 2017.**

The last day to submit questions is **March 1, 2017 at 12:00PM MST.**

Proposals, in response to this RFP, must be received no later than **March 3, 2017 at 4:00PM MST.**

- District Background is provided in Section Two.
- 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

Woodman Elementary School District #18 is just off Highway 12 about ten miles west of the town of Lolo, Montana. Approximately 30 students attend a single school located at 18470 Highway 12 West, Lolo Montana 59847. About 40% of all students qualify for free or reduced-priced meals. The school is considered “rural” for the purposes of the federal E-Rate program.

## 3 Statement of Work

### 3.1 Goal 1: Local and Long Distance Service

To provide affordable and reliable phone service for the district.

#### 3.1.1 Background

The District currently has 3 lines used for local and long distance phone service provided on a month-to-month basis. The District believes that the current number of lines adequately meets their needs.

#### 3.1.2 Specifications for Long Distance Phone Service

The District makes, on average, 35 long distance calls each month for an average of 110 minutes/month.

#### 3.1.3 General Specifications

The District is open to any solution that meets the goal above. The District prefers a solution that can use existing handsets and other hardware—currently a Digium phone system. If a proposed solution requires new or updated hardware or handsets, please include this as a separate line item.

Proposers must clearly identify any charges that are not eligible for reimbursement under current e-rate program rules.

### 3.2 Goal 2: Internet Connectivity

To provide reliable and affordable internet connectivity to the District.

#### 3.2.1 Background

The District currently has one (1) internet connection. The internet connection is a DSL line at 1.5 Mbps. The District *does not* believe the current connection meets their needs and is seeking proposals for various solutions to increase bandwidth between 100Mbps and 250Mbps with scalability to 1Gbps. Solutions can be lit or dark fiber, wireless, satellite, Broadband over Powerlines or any other solutions that helps the district meet their connectivity goals.

#### 3.2.2 General Specifications

- Multi-year contracts must include provisions to scale up during the length of the contract, if needed without additional installation fees.

- Vendor-owned equipment stored on District property must be properly labeled with vendor's name and toll free number.
- Dark fiber proposals should include all the modulating electronics necessary to light the fiber. If you are unable to provide modulating electronics, the District will estimate the cost of providing the equipment on its own and add that estimate to the total cost of your proposal. However, the District prefers complete solutions and scores proposals accordingly.
- All work must be performed in accordance with the current 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"
  - 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"
  - 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.

#### *3.2.2.1 Testing and Quality Control*

- Installers shall perform all required tests and inspections per latest standards on cabling.
- 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.

### 3.2.3 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.
- Ongoing system maintenance must occur outside of normal school and extra-curricular hours (typically 6AM to 9PM, M-F).

## 4 Contents of Proposal

- A face sheet, available here:  
[http://www.ncce.org/images/erate/2015\\_Face\\_Sheet.docx](http://www.ncce.org/images/erate/2015_Face_Sheet.docx)
- A certification form, available here:  
[http://www.ncce.org/images/erate/Certification\\_Page.pdf](http://www.ncce.org/images/erate/Certification_Page.pdf)
- A Category 1 Bid Sheet, available here:  
<http://www.ncce.org/images/erate/2015Cat1Proposal.xlsx>
- A proposal including:
  - a. Introduction and Executive Summary. Please do not exceed 1 page; the Introduction/Executive Summary *must include the dollar cost bid*.
  - b. Proposal detail including;
    - i. Project design.
    - ii. Project installation including timelines.
    - iii. Project management.
    - iv. Identification of any potential problems impacting the work.
    - v. Qualifications.
  - c. Three references for similar services, preferably from Montana schools.
  - d. Terms and conditions including total costs for all recurring and non-recurring costs.

- e. 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.
- 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 Submitting a Proposal

Please submit one (1) original proposal to:

Eric Chambers  
 Northwest Council for Computer Education  
 PO Box 31337  
 Bellingham, WA 98228

Please mark “Bid in response to RFP NCCE MT 2017-001” in bold letters across the seal of the envelope.

Please note that this is a PO Box and some third-party delivery services will not deliver to PO boxes.

Bids will remain sealed until the bidding has been closed.

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 local and long distance phone service:

40 points	Pricing of eligible goods and services
30 points	Price of ineligible goods and services
15 points	Compatibility with District’s existing infrastructure
15 points	Experience with Proposer

The following criteria shall be used to evaluate bids for Internet service:

25 points	Pricing of eligible goods and services
20 points	Vendor qualifications/experience
15 points	Completeness of solution
15 points	Price of ineligible goods and services
15 points	Experience with Proposer
10 points	References



The District reserves the right to require an oral presentation of the proposal as part of the evaluation process. If a presentation is required notifications will be sent out via email within 10 working days following the bid submission deadline.

## 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/request-for-proposals>. It is the responsibility of the Proposer to ensure they have reviewed the RFP and any addendum prior to submitting a proposal.

Questions from Proposer shall be answered, collated, and posted at <http://www.ncce.org/e-rate/request-for-proposals>. 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 is contingent upon the anticipated 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, in its entirety or in parts, and all related 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 Compliance with Licensing Requirements

The Proposer must have all the necessary and required licenses to perform work prior to the scheduled bid opening.

#### 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; 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.

#### 6.10 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. Failure to do so may result in the rejection of your bid.

### 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 District.

### 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 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.

### 6.14 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 District.

### 6.16 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.

### 6.17 Incorporation of the RFP and Proposal in the Final Agreement

This RFP and the selected 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. In addition, all contracts shall include clauses that address the following;

- Loss or denial of e-rate funding and the District's ability to cancel the contract with thirty (30) days' notice.

- Material change in circumstance, including school closure, loss of funding, significant changes in local, state, and federal laws that effects the district's ability to pay.

#### 6.18 Proposal Disposition

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

#### 6.19 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 if all of the otherwise responsive proposals failed to meet the requirement and doing so does not materially affect the scope of the project.

#### 6.20 Reseller Authorization

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

#### 6.21 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>

#### 6.22 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 <http://www.ncce.org/e-rate/request-for-proposals>.

#### 6.23 Taxes and other fees

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

#### 6.24 Terms of Validity

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

#### 6.25 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.

#### 6.26 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).