

STARKVILLE OKTIBBEHA CONSOLIDATED SCHOOL DISTRICT

REQUEST FOR SEALED BID

SOCSD WAN 2018 RFP

Starkville Oktibbeha Consolidated School District
Technology Department
401 Greensboro Street
Starkville, MS 39759

Bid Deadline: Wednesday, February 7th 2018, 10:00 a.m.
Bid Opening: Wednesday, February 7th 2018, 10:30 a.m.

NO BID ACCEPTED AFTER 10:00 AM

SOCSD WAN RFP

Throughout this document, the word “District” refers to Starkville Oktibbeha Consolidated School District.

Subject

This RFP is for a 5-year contract for High Speed Data Services to connect schools in the Starkville Oktibbeha Consolidated School District to our Internet connection at the Overstreet Elementary School Data Center.

Purpose

Proposals are being sought by the Starkville Oktibbeha Consolidated School District for securing the most cost-efficient way of connecting our schools and remote buildings to our District’s Internet connection in order to provide Internet and Intranet access to all of our district’s students and staff. The resulting contract will include a price redetermination to be negotiated before the beginning of the fifth year along with two (2) three-year, district discretionary, voluntary extensions.

Background

Our District’s students, teachers, staff and administrators are using more and more resources that require Internet access. We currently utilize 1 – 10 GB fiber connections at our schools to connect back to our Data Center, which houses our Internet connection. The purpose of this RFP is to explore the various options currently supported through the E-Rate program and its Priority One services.

Terms used throughout this RFP

USAC – Universal Service Administrative Company
SPAC - Service Provider Annual Certification
SPIN – Service Provider Identification Number
The District – The Lee County School District
Service Provider – Vendor (Used Interchangeably)

General Requirements

- Design fibers designated for the Starkville Oktibbeha Consolidated School Districts exclusive use (not shared) and performance characteristics outlined in Data Connections (Data Transmission Services).
- The vendor should provide pricing per location so the District can select the most cost effective solution.
- The contract should also contain at least two 3-year extensions that can be executed at the sole discretion of the District.
- The fiber designed should have the ability to transmit data at a Minimum of 10 Gbps to 40+ Gbps. The District desires to have the capability and option to transmit data greater than 40 Gbps with the appropriate sources, if E-Rate funding becomes available during the life of this contract.
- Bidder must include a project timeline.

This RFP package consists of the following sections

- General Conditions
- Detailed Specifications
- District Responsibilities
- The Vendor's responsibilities

Proposal Forms

Send sealed proposals (two copies) and supporting documentation to:

Dr. Eddie Peasant
SOCSD WAN 2018 RFP
401 Greensboro Street
Starkville, MS 39759

Do Not Fax Proposals. Proposals will be received by the District at the address shown above **until 10:00 am on 02/07/2018**. It must be mailed to the address above in time for delivery before the closing date or hand delivered.

Schedule of Events:

Release of RFP to vendors	12/18/2018
Mandatory Site Visit	01/09/2018 or 01/11/2018
Deadline for Submission of Proposals	02/07/2018 10:00 am
Opening of proposals	02/07/2018 10:30 am

Inquiries

All correspondence and inquiries regarding this RFP must be done via Email:

dhill@starkville.k12.ms.us **and** **eward@starkville.k12.ms.us**

If a vendor does not receive a response within 24 hours, it is the responsibility of the vendor to call **David Hill or Emily Ward at 662-615-0010** and confirm that the email message was received.

All questions and responses will be post to the SOCSD website under Quick Links > WAN 2018 Bids.

Basis of Award

1. E-rate approval by USAC
2. Provider must have current USAC SPAC.
3. Approved by the Starkville Oktibbeha Consolidated School District School Board.
4. Must include three references of similar application, size, and complexity.
5. Must be able to secure any necessary permits.
6. Helpdesk and Network Management System. (24x7x365)
7. Service Provider **MUST** complete the **MANDATORY** walk through. **NO PROPOSALS WILL BE ACCEPTED FROM SERVICE PROVIDERS WHO DO NOT COMPLETE THE MANDATORY SITE VISIT.**
8. Lowest and/or best bid with price being the primary factor
9. Vendor's outage recovery plan.

General Conditions

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

Location of Sites

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

Scope of Work

The district is seeking a single vendor to provide all products and services requested. We expect a complete turnkey solution and expect the awarded vendor to perform all duties for the fully functional system that is approved.

It is understood that, except as otherwise specifically stated in this RFP, The Vendor 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 Vendor. This would include all pole rights needed for fiber services obtained through local utilities.

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

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.

Protection in General

The Vendor 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 Vendor's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

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 Coordinator and/or Superintendent before such work has begun.

Existing Conditions

The Vendor, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions, which might affect this work. The location of the demarc shall be in the server closet or another location specified by The District technical personnel. No consideration will be given to any claims based on a lack of knowledge of existing conditions. To schedule a site visit, contact DAVID HILL at dhill@starkville.k12.ms.us or Emily Ward at eward@starkville.k12.ms.us.

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call David Hill or Emily Ward at 662-615-0010 and confirm that the email message was received.

Insurance

Within ten (10) days after notification of award, The Vendor shall furnish to the District a Certificate of Insurance showing compliance within the following limitations:

- a) The Vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.
- b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after The District has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."
- c) The Vendor shall maintain other insurance (with the limits shown below) that shall protect The Vendor and The District from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Vendor shall furnish the District with certificates and policies of such insurance as follows.

Below is a list of the insurance coverage that must be procured by The Vendor at his own expense. The Vendor agrees to follow instructions indicated in each case:

- The District Protective Liability Insurance: Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Vendor's Public Liability Insurance: Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

Workmanship

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

Warranty

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

Financing

The Vendor 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 Vendor will receive a Purchase Order for the products and services for which The Vendor will be responsible because 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 vendor 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 Vendor in accordance with the rules and regulations of the SLD.

Lease

In the case of leased equipment such as routers, contractual terms of the lease must be provided with The Vendor's quote. The term "lease" is used to refer to contractual arrangements whereby the ownership of the property remains with the service provider, as stipulated in the SLD Fact Sheet on Internet Services Connectivity, 2/24/98, page 1. The SLD has stated that it will not commit to discounts on a contract that is titled or described as a lease when in effect the terms of the agreement constitute a purchase. For example a lease, which includes up-front payment of capital costs, will not be eligible for discounts.

Application for Payment

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

Proposal Submittal

In order to be eligible for submission of a quote, the Service Provider **must attend the site visit**. Any submissions submitted by a company that has not completed the site visit will be returned unopened.

Two copies of the proposal and two copies of the other required documentation must be sent in a sealed envelope clearly marked with the words "**SOCSD WAN 2018 RFP**". All proposals will be opened at time and date, at The District Central Office 401 Greensboro Street, Starkville Mississippi.

Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

The Service Provider's Qualifications

The Vendor must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Priority One Services. If The Vendor fails to file the appropriate forms with the SLD or fails to receive an SLD Vendor Number, The District is not responsible for the discounted portion of The Vendor's bill.

The Vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. The Vendor is responsible for supplying SLD SPIN with the quote.

Vendor must provide a Mississippi Contractors License. *Preference* will be given to those who are on the Mississippi Public Service Commission's list of Telecommunications carriers.

To reduce the chance of third parties in the support process, *preference* will be given to those who will be using their own PSTN Gateway for this proposal.

It is *preferred* that the Service Provider has been in business for at least 5 years. A legible copy of incorporation papers must be attached and noted.

Service Providers must give examples of experience with installation of similar projects for at least three such installations.

Stored Materials

Any materials stored on job site shall be the Vendor's responsibility.

Specifications

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

Accident Prevention

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property and hazardous conditions shall be guarded against or eliminated. The District or the building principal will determine what constitutes a hazardous condition on any campus and the Vendor will be responsible for rectifying the issue to the satisfaction of The District.

Contract Form

Upon Contract award and a binding contract signed, the standard written Purchase Order form will be issued to the successful Vendor. Issuance of the Purchase Order will be contingent upon USAC acceptance and funding of the project.

Indemnification

The Vendor agrees to hold The District harmless and to indemnify The District for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of The Vendor or Subcontractor.

The Vendors' Representative

The District reserves the right, with sole discretion, to refuse to allow any representative of The Vendor to service the contract in any manner. In this event, The Vendor shall furnish another representative that is acceptable to The District. Examples of reasons for refusing to allow a Vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Should the Vendor use subcontractors for portions of the work, the District reserves the right to reject any subcontractor without explanations or recourse by The Vendor or subcontractor.

The District Regulations

The Vendor and his representatives shall follow all applicable school district regulations while on The District property, including:

- No smoking
- No weapons
- Drug free policies.

No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Vendor's logo clearly visible

Governing Law

All RFPs and related documents submitted to The District by the Service Provider are governed under the laws of the State of Mississippi.

Comprehensive List of References

All references should include: a contact person, dates of work, mailing address and telephone numbers.

References must include three (3) or more references of installations of similar complexity, preferably in Mississippi.

The District reserves the right to:

1. 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.
2. Reject any and all proposals if deemed necessary.
3. Accept any alternative proposal believed to be in the best interest of the District.
4. Waive any formality in the quote submission.
5. Cancel any awarded bid if the service proves unsatisfactory.

Price Quotations

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

Terms of Payment

The start of services for this project may begin after the SOCSO School Board approves this bid. For the duration of the contract, payments will be made on the first Friday after the first meeting of The District Board of Trustees after the submission of invoices from the Service Provider.

Vendor Requirements

The vendor must meet or exceed all minimum qualification requirements. All submitted quotes must provide at a minimum, all requested information in this quote document. Any portion not included will be cause for elimination from the quote process. Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the quote requirements. Any portions of the submitted quote, which are to be treated by the District as proprietary and confidential information, must be clearly marked as such. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

Vendors must include a reference for a project of equal size and scope that has been completed within the past three (3) years and it must include the following:

- Job Location
- Contact name and telephone number
- Date of contract
- Project Description
- Equipment/Service Installed

Turnkey Solution

All proposals are to provide a turnkey solution for installation of circuits for connecting the buildings of the district to the District's Internet connection. The District agrees to certify acceptance by location to establish an incremental performance baseline. However, the final system installation shall provide the capabilities specified in Section II, Detailed Specifications.

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.

Detailed Specifications

The specifications provided in this section are intended to convey the characteristics of a system to provide high-speed data circuits for distribution of voice, video, and data to all locations of The District.

- All service specified in the following section must be dedicated and not shared.
- Install the wire, cable, and/or associated hardware in accordance with the manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined.
- Conduct tests and inspections in the presence of a District technical representative after installation has been completed in order that The District may be assured that the requirements for the installation are met.
- The Vendor will promptly correct all defects for which the Vendor is responsible.
- The Vendor will provide The District with complete detailed test results. The test results must be delivered to The District before payment.
- **All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI Telecommunications Distribution Methods Manual shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation.**
- The Vendor must be an approved USAC service provider with a current SPIN and SPAC. It will be the responsibility of the vendor to maintain all USAC certifications throughout the term of the contract.
- This system is to be provided as an E-rate funded Telecommunication service and requires the vendor to provide complete maintenance and warranty the system in full.
- The vendor shall furnish, with the quote, a complete set of drawings showing the design of the infrastructure and the interconnection of all equipment installed. The drawings will also include the location of existing electronic equipment utilized in the new installation. The drawings should indicate if any fiber is run above or below ground.
- Respondents should possess and use their extensive knowledge and experience within the communications industry to recommend a creative solution that will meet or exceed the School District's requirements.
- *Preference* will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future School District requirements, and ongoing service and support.

QUOTE SUBMISSION FORM

Company Name of Service Provider _____

Corporate Headquarters Address _____

City _____ State _____ Zip _____

Service Provider Contact Name _____

Service Provider Contact Phone Number _____

Service Provider Contact Email Address _____

E-Rate Service Provider Name _____

E-Rate Service Provider ID (SPIN) _____

Address of Mississippi Office _____

City _____ State _____ Zip _____

24 Hour Toll Free Help Desk Phone Number _____

5 Year Contract

(Worksheet)

School Site	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
Overstreet Elementary School				
Starkville High School				
Armstrong Middle School				
Henderson Ward Stewart Elementary School				
Sudduth Elementary School				
West Elementary School				
East Alternative School				
Emerson Family Center				
County Building Office				
Total				

To be submitted with the worksheets above:

- Copy of Mississippi Contractors License
- Description of Help Desk Procedures
- Description of Service Response Procedures
- 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.
- Description and number of each of the various handsets being proposed.
- 3 References for similar installations as described in the specifications.
- Full Description of the Network Service to be provided (to include bandwidth, network performance specifications and all necessary installation and equipment) for the connections for buildings
- Diagram of proposed network including electronic components to which any fiber will connect noting if the proposed runs will be underground or above ground. (note: Preference will be given to underground installations.)
- Complete description of the vendor's NOC, including times of operation.

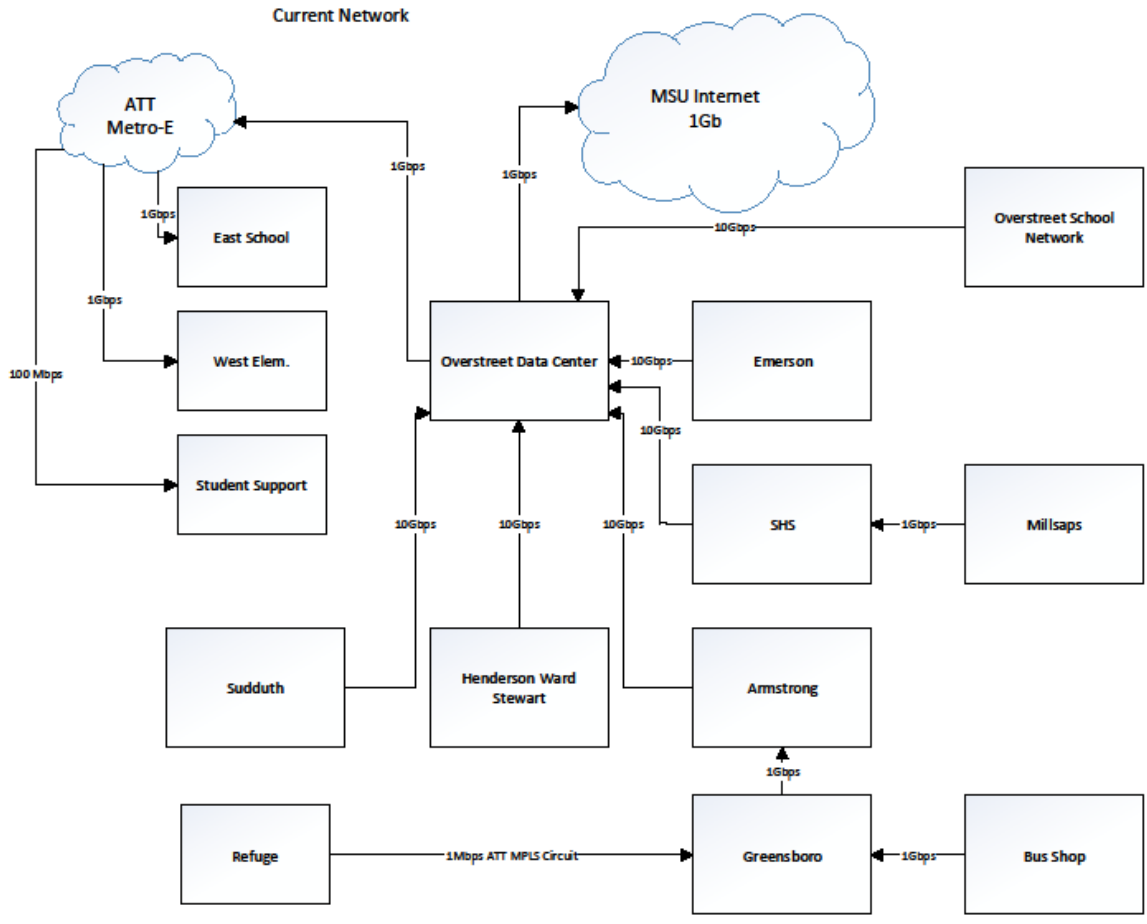
Data Connections (Data Transmission Services)

From: Location	To: Location	Qty	Min Bandwidth	Max Bandwidth
Overstreet Elementary School	Starkville High School	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	Armstrong Middle School	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	Henderson Ward Stewart Elementary School	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	Sudduth Elementary School	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	West Elementary School	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	East Alternative School	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	County Building Office	2 Pairs- 4 fibers	10 Gbps	40+ Gbps
Overstreet Elementary School	Emerson Family Center	2 Pairs- 4 fibers	10 Gbps	40+ Gbps

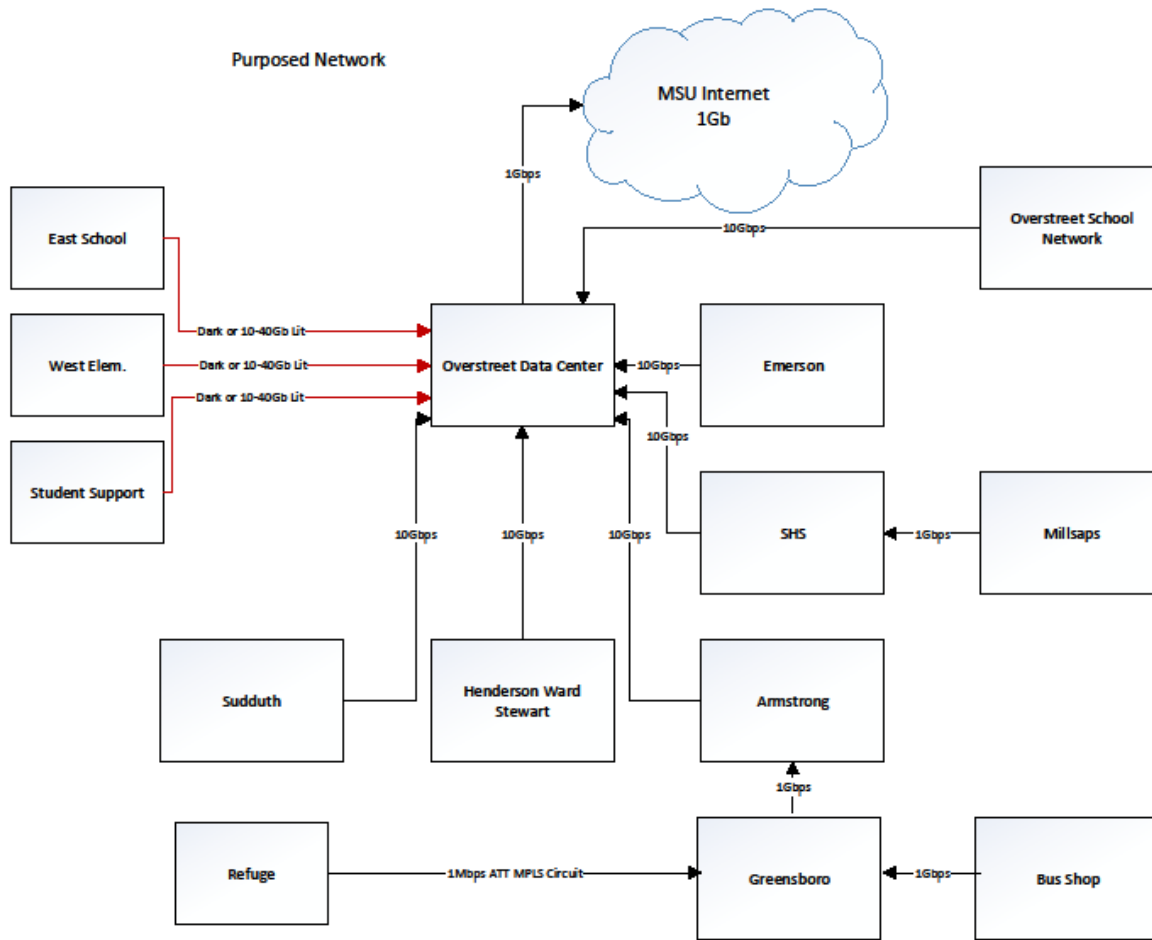
DISTRICT BUILDING INFORMATION

School/Location	Address
Overstreet Elementary School	307 S Jackson Street Starkville, MS 39759
Starkville High School	603 Yellowjacket Drive Starkville, MS 39759
Armstrong Middle School	303 McKee Street Starkville, MS 39759
Henderson Ward Stewart Elementary School	200A Dr Martin Luther King, Jr. Drive West Starkville, MS 39759
Sudduth Elementary School	101 Greenfield Street Starkville, MS 39759
West Elementary School	127 Sturgis Maben Road Sturgis, MS 39769
East Alternative School	2926 16th Section Road Starkville, MS 39759
Emerson Family Center	1504 South Louisville Street Starkville, MS 39759
County Building Office	106 Main Street Starkville, MS 39759

District Current Network Diagram



District Proposed Network Diagram



Site Visit Form

(Contact information for changes/updates/clarifications)

Date	_____
Vendor Name	_____
Contact Name	_____
Address	_____ _____
Phone Number	_____
Email Address	_____
Check preferred method of contact:	<input type="checkbox"/> Email <input type="checkbox"/> Phone