

REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	200244
SCHOOL NAME	SOUTHWEST TECHNOLOGY CENTER
ADDRESS	711 WEST TAMARACK
CITY, STATE, ZIP	ALTUS, OK 73521

Please submit bids/proposals to the school by email or mail.

CONTACT	MATT SWITZER		
EMAIL	mswitzer@swtech.edu		
PHONE	580-480-4738	ext	

CONSULTANT	MACHELLE MCKAY		
	COLLECT-ED LLC		
EMAIL	collect-ed@hotmail.com		
PHONE	(405) 830-2200		

FUNDING YEAR 2018-2019 (July 1, 2018 - June 30, 2019)

SERVICES REQUESTED (As checked) **470 FILED** **SITE VISIT** ***BIDS DUE BY:***

CAT1	VOICE SERVICES (Phase Down Discount)				
	INTERNET ACCESS	X	1/5/2018	NO	2/20/2018
	TELECOMMUNICATIONS SERVICES (Data transmission)				

CAT2	INTERNAL CONNECTIONS (Hardware)				
	BASIC MAINTENANCE SERVICES				
	MANAGED INTERNAL BROADBAND SVCS				

REQUEST FOR PROPOSAL (RFP)

Category One

VOICE

0% = Estimated discount

PROPOSALS MUST INCLUDE

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	START DATE	LOCATION	MONTHLY COSTS		
					(including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any

(1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

(2) Monthly recurring charges are devoid of any construction charges. Not eligible charges must be separated.

INTERNET ACCESS

80% = Estimated discount

PROPOSALS MUST INCLUDE

2020-21 SETDA INTERNET RECOMMENDATION BANDWIDTH (MBPS)

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	START DATE	LOCATION	MONTHLY COSTS***		
					(including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
1	INTERNET ACCESS SERVICES	YES	7/1/2018	DMARK LOCATION: 711 WEST TAMARACK ATLUS, OK			
	BID INCREMENTS						
	200 MB			(CURRENT BANDWIDTH)			
	300MB						
	400MB						
	500MB						
	1GB			SETDA RECOMMENDATION			

(1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

(2) Monthly recurring charges are devoid of any construction charges. Not eligible charges must be separated.

(3) Internet Access bids must include increment prices. **Service providers may bid all bandwidths between the minimum and maximum requested on the FORM 470 application.** School district may opt to increase bandwidth during contract term with annual review.

(3a) Internet access needs to be dedicated symmetric bandwidth or best effort, bid/proposal must state clearly bandwidth descriptions

(3b) USAC FORM 470 application has limited selection options, the request listed on the application may be different than the actual request listed on the RFP document.

(3c) The school district may be limited by equipment capability to accept the bandwidths per their request, leasing or purchase options for additional equipment must be included in bid/proposal for total of service/ownership evaluation.

(4) Contract Terms may vary by length of term. Either one (1) year [12 month term] or one (1) year with additional extension options. Any multi-year offer is subject to Oklahoma State law restriction.

PLEASE NOTE FOR OKLAHOMA SCHOOLS:

(1) Service provider must be eligible to provide customer (i. e. school district) with OUSF discounts on monthly invoices.

(2) Per OUSF requirements - a request for pricing as recommended SETDA Internet bandwidth for 2020-21 based on the # of users. (minimum 300mbps for district)

TELECOMMUNICATIONS SVCS (data transmission)

0% = Estimated discount

PROPOSALS MUST INCLUDE

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	START DATE	LOCATION	MONTHLY COSTS		
					(including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any

(1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

(2) Monthly recurring charges are devoid of any construction charges. Not eligible charges must be separated.

REQUEST FOR PROPOSAL (RFP)

Category Two

INTERNAL CONNECTIONS (HARDWARE)

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DISTRICT WIDE SERVICES</u>	<u>START DATE</u>	<u>LOCATION</u>	<u>COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

- (1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (2) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (3) Not eligible charges must be separated.
- (4) All hardware equipment installed by service provider must be identified (or labeled) with Erate project information: at minimum: Funding year, FORM 471#, Funding request number

BASIC MAINTENANCE SERVICES

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DISTRICT WIDE SERVICES</u>	<u>START DATE</u>	<u>LOCATION</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

- (1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (2) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (3) Not eligible charges must be separated.

MANAGED INTERNAL BROADBAND SERVICES

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DISTRICT WIDE SERVICES</u>	<u>START DATE</u>	<u>LOCATION</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

- (1) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (2) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (3) Monthly recurring charges are devoid of construction. Not eligible charges must be separated.

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms (if applicable)

- > School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.
- > All requested products and services may be contingent upon Erate funding approval and /or school board approval.

Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.
- > School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.

All products and services proposed must be operational and compatible with all network equipment brands/software used by school district. At no additional cost nor additional equipment required to the school district.
- > Bids/ Proposal must meet or exceed minimum requested hardware or services requests. For Internal Connections equipment, no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.

Bids may offer multiple options (bids/proposals) for additional consideration. (including multiple make(s)/model(s)/manufacturer(s), installation, configuration, labor, etc.) All hardware bids must include specification sheets (white papers, if applicable). All Software, licenses, maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.
- > For most non-OUSF eligible services such as Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers preferred within 100 mile radius (approx 1-2 hours) from school district location). If using sub-contractors, required disclosure of the contracting company and information.
- > School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.

OPTIONAL : School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities. Two (2) dates and times will be available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.
- > All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges.
- > All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training.
- > Depending on USAC CAT2 budget limits, the school district may reserve the right to change the order to meet budget constraints. The school district will be responsible for charges ordered and not covered by USAC.

- > Bids/proposals, contract/agreements may not contain liquidated damages or cancellation charges. Such charges are considered not eligible for Erate discounts.
- > If equipment installation is requested, it is highly recommended the service provider attend a site visit at the school's posted date or time, if posted.
- > All requested services to begin on July 1; unless other wise stated, or within 30 days of USAC funding approval.
- > Proposals/Agreements/Contracts may offer various terms for consideration: One Year (12 months); or One Year (with multiple annual extensions). If offering more than one option, please include on bid response.

REQUEST FOR PROPOSAL (RFP)

Documentation Requirements

1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a Only if site visit is scheduled, request to register INTEND TO BID PAGE, if school has recommended a school site visit. (if applicable)
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)

LAST DAY TO SUBMIT QUESTIONS OR REQUEST ADDITIONAL DETAILS; Any details about RFP, Products/Services requested, or Erate funding- **Approximately 35 days before posted deadline.** (Please note this date may vary, due to weekends, holiday and school breaks - see INTENT TO BID PAGE) Any questions submitted after this date will not qualify to be answered due to USAC's 28 day day rule.

1/16/2018

- c Responses for requested information will be posted on local school webpage for all service providers to view. (before FINAL COPY is submitted as addendum)

SEE WEB PAGE: www.swtech.edu

FINAL COPY OF QUESTIONS & ANSWERS (from school website) WILL BE POSTED ON USAC by FORM 470 addendum; Any details about RFP, Products/Services requested, or Erate funding- **Approximately 30 days before posted deadline.** (Please note this date may vary, due to weekends, holiday and school breaks - see INTENT TO BID PAGE)

1/21/2018

- d Service Provider must print a copy of FORM 470 addendum - QUESTIONS AND ANSWERS (as proof of receipt), if applicable. See required response bid/proposal documents. Item #F)

2 BID/PROPOSAL RESPONSE DOCUMENTATION MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.
Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
Plus, a complete copy of contract with terms for consideration.
- c Statement of Work / Services including maintenance and warranty information. (if any)
- d Copy of State contract pricing, if applicable.
- e List of References (minimum of 3 within the state)
- f Copy of the list of posted questions & answers FORM 470 addendum, if applicable - as listed above (item #d)
- g Federal Tax ID certificate (w-9)

- h **FOR INSTALLATION OR ON-SITE SERVICES ONLY:** A copy of certificate of insurance. Please note the school district may request a current copy certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.

BIDS / PROPOSALS DUE

2/20/2018

3 INSTRUCTIONS TO SUBMIT BIDS:

- a Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
- b Submit bids/proposals to SCHOOL CONTACT by email must be received no later than deadline date; unless an extension date is requested from school AND posted to the FORM 470 application.

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE IF A SITE VISIT IS SCHEDULED

DATE _____

SERVICE PROVIDER: _____

CONTACT: _____

EMAIL: _____

OFFICE# or CELL#: _____

SITE VISIT?	NO		PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:			

Email questions, if any.

Please note any school breaks

HOLIDAY _____ 1/15/2018

Submit questions no later than

1/16/2018

to mswitzer@swtech.edu
 SOUTHWEST TECHNOLOGY CENTER
 MATT SWITZER

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/reciept of any emails or correspondence.
- > For RFP updates, questions and answers, any addendums posted on USAC FORM 470 - not through individual correspondence.

SEE WEB PAGE: www.swtech.edu

- > Final copy of questions and answers will be posted to USAC FORM 470 by addendum approximately

1/21/2018

REQUEST FOR PROPOSAL (RFP) - NOTES

Additional Information

- > **n/a** **For Voice over Internet Access requests:** "If the applicant simply has a voice application running over a data circuit with ***no portion of the circuit dedicated to providing voice***, the circuit is not subject to the phase down" - USAC News Brief 2/9/2015

- > **X** **For Internet Access and /or Telecommunications requests:** Must include all configuration, installation, special construction information (includes equipment and labor costs) and costs by each site location. Provide all available/additional options provided by the service provider for consideration, this sample list included but not limited to; (1) Internet filtering; (2) leased router(s) & other required equipment; or (3) purchase equipment cost. Any service not eligible for E-Rate discounts must be identified and cost allocated.

- > **X** **For CAT1 non voice service requests: (OKLAHOMA SCHOOLS ONLY)** Potential Service Providers must be eligible to participate and provide Oklahoma Universal Service discounts to the school district. Applications must be filed with the Oklahoma Corporation Commission within 90 days of starting service.

- > **n/a** **For Basic Maintenance requests:** A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).
Proposals must include:
 - a Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
 - b Responsibilities of the Service Provider – service orders, expected timeframes, etc.
 - c Responsibilities of the Client – service orders, expected timeframes, etc
 - d Explain terms of cancellation or termination.
 - e Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
 - f Describe any use of subcontractors

- > **n/a** **For Internal Connections,** no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.
All hardware equipment installed must be identified (or labeled) with Erate project information: at minimum: Funding year, FORM 471#, Funding request number

REQUEST FOR PROPOSAL (RFP)

School District Specific Information

- > **DISQUALIFYING FACTORS:**
 1. Late bids - any bid that is submitted after business hours of the deadline date will be considered late and not valid for evaluation process.

- > n/a

- > n/a