

**MATHEWS COUNTY SCHOOL BOARD
REQUEST FOR PROPOSALS #2017-03**

Leased Lit Fiber

ISSUE DATE: April 3, 2017

DUE DATE: May 4, 2017

TIME: 3:00 P.M.

RFP#: 2017-03

PROCUREMENT CONTACT: William Vrooman
Technology Coordinator
Email: wvrooman@mathews.k12.va.us

ISSUING DEPARTMENT: Technology Department
Attn: William Vrooman
Physical/Delivery Address:
Mathews School Board Office
63 Church Street
Mathews, VA 23109

Mailing Address
P.O. Box 369
Mathews, VA 23109

TITLE SHEET - #2017-03

(This page to be returned with Offeror's proposal)

OBLIGATION OF OFFEROR: By submitting a proposal, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of conditions to be met, that he fully understands his obligation and that he will not make a claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information.

Offeror further agrees that conditions herein have been carefully read and this proposal is submitted subject to all requirements state herein. The undersigned hereby acknowledges and agrees, if this proposal is accepted, to furnish all service agreed upon in strict accordance with the contract.

NAME OF FIRM _____

ADDRESS OF FIRM _____

BY _____
(Signature in Ink)

NAME _____
(Printed Name)

TITLE _____
(Printed Title)

DATE _____

SERVICE PROVIDER IDENTIFICATION NO. (SPIN) _____

STATE CORPORATION COMMISSION (SCC) NO. _____

FCC REGISTRATION NO. _____

FEI / FIN NO. _____

PHONE _____ FAX _____

EMAIL _____

SUBMIT WITH PROPOSAL

- TITLE SHEET(page 2)
- REFERENCES(Page 8)
- CONTRACTOR BACKGROUND CERTIFICATION FORM(Page9)

SCOPE OF SERVICES

Mathews County Public School Division wishes to solicit proposals for leased lit fiber services for the completion of the division Wide Area Network (WAN). The current WAN services are provided by leased wireless and fiber but enhanced fiber services are now required to support rapidly growing bandwidth needs and to meet the State Education Technology Directors Association (SEDTA) guidelines recognized in the FCC Second E-rate Modernization order as the benchmark standard for bandwidth for school districts. The division is seeking proposals for a dedicated, fully-managed, third party owned, point to point private fiber optic network service. The proposal should include the ability of MCPS to scale bandwidth at any given site during the term of the contract.

Service is expected to be delivered to the district hub, at Lee-Jackson Elementary School at 347 Church Street, Mathews, Virginia 23109. Service is expected to be delivered to the eligible service locations from the district hub to the following locations:

Eligible Entity 1, Mathews High School, 9889 Buckley Hall Road, Mathews Virginia 23109

Eligible Entity 2, Mathews School Board Office, 63 Church Street, Mathews Virginia 23109

In each building, respondent must run infrastructure or service to an existing network closet on the first floor designated by Mathews County Public School Division.

The new service is being planned to begin on January 1st 2018. This due date is based on a reasonable expectation of a timeline to deliver service. Vendor proposals may differ from this timeline, but all vendors must outline the expected start date of service in their proposals.

One-time special construction can be bid separately from the vendors proposed monthly recurring cost for the fully managed leased lit fiber service.

In E-rate terminology, **special construction** refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components:

1. construction of network facilities;
2. design and engineering; and
3. project management

Note: The term “special construction” does not include Network Equipment necessary to light fiber, nor the services necessary to maintain the fiber. Charges for Network Equipment and fiber maintenance are eligible for Category One support as separate services, but not as special construction.

The response can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs

Leased Lit Fiber Service Pricing Proposal

Mathews County Public Schools must have dedicated Lit Transport Bandwidth throughput (upload and download) of 10 Gbps with a 5 year lease and Service Level Agreement (SLA) guaranteed between the designated endpoints. Mathews County Public Schools prefers three one year extensions on the 5 year lease agreement contract. **All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism.**

Prices should be all inclusive. All-inclusive in this case means, including all **special construction or non-recurring costs (NRC)** (see description in later section) required by the vendor to commence service and all **monthly recurring costs (MRC)**

Sample Pricing Table

Mathews County Public Schools BEN 126499								
Pricing Sheet for Leased Lit Fiber Service					60 Months Contract			
Service Commencement date 7/1/2017					10GB			
Hub Location	Address	City	State	Zip				
Lee-Jackson Elementary School	347 Church Street	Mathews	Virginia	23109				
Eligible Entity Location	Address	City	State	Zip	NRC	Special Construction	MRC	
Mathews High School	9889 Buckley Hall Road	Mathews	Virginia	23109				
Mathews School Board Office	63 Church Street	Mathews	Virginia	23109				

Description of Proposal

The respondent will provide a description of their proposal for all services and solutions. The description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, or other details Mathews County Public Schools may find useful or necessary (or could differentiate the solution from a competing proposal) should be included.

Service Level Agreement

The respondent will provide a description of the proposed services and service levels. The respondent will provide a proposed Service Level Agreement (SLA) with the RFP response. The proposal must include a description of the following services and how these services will be measured.

- Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
- Lit and Operations proposals only: Frame/packet loss .25% commitment
- Lit and Operations proposals only: 25 ms Network Latency Commitment
- Lit and Operations proposals only: 10 ms Network Jitter Commitment
- There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason

In addition to the required services, the proposal may include but is not to be limited to the following services:

- Network Operations Center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor provided services.
- Trouble Reporting and Response: Upon interruption, degradation or loss of service, the customer may contact the vendor by defined method with a response based on trouble level. Upon contact from the Customer, the vendor support team will initiate an immediate response to resolve any customer issue. The customer will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the customer does not feel that adequate attention has been allocated, the customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when the implementation schedule is completed.
- Resolution: The customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble Reporting, Escalation and Resolution: A detail trouble reporting, escalation and resolution plan will be provided to the district.
- Measurement: vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts Vendor and identifies the problem. Credits for Outages of shortage will be identified.
- Reports: Upon request, an incident report will be made available to the customer within five (5) working days of resolution of the trouble.
- Link Performance per segment: The service will maintain the proposed link performance throughout the term of the contract.
- Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing the Mathews County Public Schools.

Timeline

For each response, respondents must include a construction roadmap timeline for all sites and a project management schedule should be included as well

Demarcation

The respondent must terminate service or infrastructure to an existing network closet inside of the designated demarcation (demarc) address. For pricing purposes bidders can assume the distance from the outside of the building to the demarc location in each building is less than 500'. Solutions bringing service to the property line but not inside of the demarc address are not acceptable.

Network Diagram

For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint.

References

For each response, respondent must provide two references from current or recent customers, preferably K-12, with projects equivalent to the size of Mathews County Public Schools.

Special Construction and Non-recurring Cost

The respondents providing leased lit fiber proposals which require an upfront payment may include a special construction cost or non-recurring cost. This upfront payment is considered **special construction** if any new fiber is being installed. If new fiber installation is not necessary, the payment is considered a **non-recurring cost**.

All E-rate applications including special construction are subject to review and detailed questioning. The respondents should provide or be prepared to promptly provide the following information:

- A map file of the proposed fiber route
- The cost per foot of fiber
- The cost per foot of fiber installation (splicing, pulling through conduit, hanging on poles)
- The cost per foot of outside plant materials (conduit, handholes, markers, aerial make ready materials)
- The cost per foot of outside plant installation (trenching, handhole and marker installation, installation of aerial make ready materials)

The amount of special construction capital requested will be reviewed based on the cost of historical fiber builds in the region. Respondents should consider other business that may be generated by building fiber into the region and request only the special construction capital allocatable to Mathews County Public School's service.

Required Notice to Proceed and Funding Availability

Mathews County Public Schools will follow the purchasing policies of the Mathews County School Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's' issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

All responding vendors must be a registered vendor with USAC and have a USAC issued Service Provider Identification Number-SPIN. Responding vendors who do not have a USAC issue SPIN must demonstrate reasonable efforts to obtain a SPIN before the service start date.

E-rate Modernization Order Note

Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information.

RFP Scoring Rubric for Leased Leased Lit Fiber Service

% Weight	Criteria
<i>100%</i>	E-rate eligible recurring and one-time circuit costs ¹

Notes:

- 1: **E-rate eligible circuit cost** is the total cost of ownership that includes special construction and NRC in addition to MRC and includes any and all services that will be applied on a monthly recurring basis. E-rate special construction costs should be clearly indicated and separated from any other E-rate eligible NRC cost. All services offered must be eligible for E-rate Category 1 discounts.
- 2: There will be no site visits or question and answer periods available given the limited scope of this request.
3. Bid submissions should include two paper copies and one digital copy (CD or Flash Drive saved in Adobe format) and must arrive at the Mathews School Board Office 63 Church Street, Mathews, VA 23109 by 3pm, May 4th, 2017.

SIMILAR PROJECT EXAMPLES AND REFERENCES (MINIMUM 2 REQUIRED)

Attach more pages if you need additional room or have additional references.

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	
Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

CONTRACTOR BACKGROUND CERTIFICATION FORM

In a contract for services to be provided on School Board property or any property at which a school sponsored event takes place, the Contractor certifies that neither the Contractor nor the Contractor’s employees, agents, subcontractors or subcontractors’ employees who will have direct contact with Mathews County Public School students while performing such services have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. The Contractor may require the above listed individuals to personally certify this information but the Contractor will be responsible for submitting such certifications to the School Board. The certification requirement will be binding throughout the term of the contract and Contractor has a continuing duty to inform the School Board of any event that renders the certifications untrue. The Contractor certifies that it has procedures in place to inform its employees, agents, subcontractors or subcontractors’ employees of these requirements. Certifications with materially false statements may constitute reason to terminate the contract and may subject the person certifying the information to criminal prosecution.

- Contractor represents that none of its employees who will be in the presence of Mathews County Public School students have been convicted of a felony or an offense involving the sexual molestation or physical or sexual abuse or rape of a child.
- Contractor will obtain a Background Certification from all present and future employees and update the School Board of any felony convictions and any convictions for offenses involving the sexual molestation or physical or sexual abuse or rape of a child.
- Contractor has established a process to maintain compliance with the terms set forth in this Contractor Background Certification and will provide verification to the School Board on request.

Contractor’s signature on this form indicates that Contractor is deemed to have provided the certification described herein.

CONTRACTOR NAME _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

CERTIFIED BY _____

Signature

Printed Name

TITLE _____

DATE _____