

**Coffee County School System  
Douglas, GA**

**Request for Proposal  
Internet Bandwidth**

E-rate Funding Year 2019-2020

## **INTRODUCTION and INSTRUCTIONS TO VENDORS**

The Coffee County School System invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for additional bandwidth to support our Wide Area Network and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our system is seeking Internet Access – additional, not duplicate. The district currently has 1200 Mbps service provided by the State of Georgia, and this RFP is for additional service above and beyond the current 1200 Mbps connection.

*The work and/or equipment proposed in these specifications  
are dependent upon receipt of 2019-2020  
E-Rate Funding for Internet Access*

### **Invoicing**

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for products and/or services associated with the projects and seek reimbursement of the discount according to the invoicing guidelines of the Schools and Libraries Division. The Owner will pay for the discounted portion of all invoices when all products and/or services listed on the invoice are delivered in accordance with the contract.

### **Background Information**

The Coffee County School System is located in Douglas, Georgia, Coffee County. Our student enrollment is approximately 8000, and we employ 1200 staff members in 14 separate locations.

### **General Conditions**

This RFP is not a contract offer. Acceptance of a proposal neither commits the Coffee County School System to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this service has been included on the Coffee County School System's E-Rate application which, if approved, will entitle us to discounted services through the Universal Fund. If you are not familiar with this process please call.

### **Valid Period of Offer**

The pricing, terms, and conditions stated in your submitted proposal must remain valid for 60 days from the date of delivery of the proposal to Coffee County School System.

### **Right of Rejection**

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of Coffee County School System.

### **Cost of Proposals**

Expenses incurred in the preparation of proposals in response to this RFP are the sole responsibility of the vendor.

### **Instructions and Target Dates**

The following section includes information governing the preparation and due dates of the proposal to be submitted.

## **PROPOSAL DELIVERY**

### **RFP Submission**

RFPs should be submitted in a sealed envelope addressed to the following no later than **11 AM EST, Tuesday, February 12, 2019**. Bids must be received at the Coffee County Board of Education by this date. Envelopes should be marked "BID." No faxed copies will be accepted. The acceptance of any or all alternatives will be at the discretion of the School System.

Send RFPs to:

**Chandler Newell**  
**Director of Information Systems**  
**Coffee County School System**  
**1311 South Peterson Ave.**  
**Douglas, GA 31533**

Feel free to call or e-mail ([chandler.newell@coffee.k12.ga.us](mailto:chandler.newell@coffee.k12.ga.us)) if you have any questions.  
Phone: 912-389-6777.

<b>Schedule of Events</b>	
<b>Date</b>	<b>Event</b>
5:00 PM, Wednesday, January 9, 2019	Distribute RFP via <a href="http://www.coffee.k12.ga.us">www.coffee.k12.ga.us</a>
11:00 AM, Tuesday, February 12, 2019	Receipt of Proposals
11:00 AM, Tuesday, February 12, 2019	Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendor
5:30 PM, Thursday, February 28, 2019	Vendor Selection presented to Board of Education at February Work Session
7:30 PM, Thursday, February 28, 2019	Board of Education Approval of Vendor at February Regular Meeting
10:00 AM, Friday, March 1, 2019	Announcement of Vendor Selection

## **PROPOSAL PREPARATION**

### **Required Proposal**

Each proposal must include the information requested on the specified RESPONSE FORM that follows at the end of this document.

## **EVALUATION CRITERIA**

Coffee County School System evaluates and weighs the follow criteria when considering our future provider of additional bandwidth. These standards are listed in descending order of importance.

<b>Evaluation Criteria</b>	<b>Weight</b>
Cost effectiveness of service	50%
Comprehensive implementation designed to minimize disruption of business activities.	15%
Experience and capabilities of account support group	15%
Invoicing flexibility	10%
ERate form completion support	10%
Total	100%

## INTERNET BANDWIDTH

The Coffee County School System is seeking 1000 Mbps of Internet Access – additional, not duplicate. The district currently has 1.2 Gbps service provided through AT&T by the State of Georgia, and this RFP is for additional service above and beyond the current connection.

Please include in any proposal pricing for additional Internet access bandwidth of 1000 Mbps. Upstream speed should be at a minimum 25% of downstream speed. The requested service is to be provided terrestrially.

This will be a one-year (12 months) contract with the option to extend two additional (12 months/year) years.

The vendor must provide a plan for any maintenance, installation, and support with a breakdown of expenses as applicable for E-rate eligible services as well as any available non-eligible services to include but not limited to the following:

- Installation time frame
- Scope of work
- Internet Access maintenance plans and procedures
- Pricing/bids must include everything necessary to complete all aspects of the service to be provided. This may include burial of wiring and full installation of all equipment and media to the inside of the district's data center located at 1311 South Peterson Avenue, Douglas, Georgia.
- Bids must also include monthly recurring costs for the service provided.
- Bids must include vendor's Service Provider Information Number (SPIN) and agree to receive a portion of the payment from the Schools and Libraries E-rate Funding program if such funding is awarded.

In the event that E-rate funding is declined or no longer available to the Coffee County School System, the system has the right to end all contractual obligations with absolutely no financial burden from the Coffee County School System due to the selected vendor. The vendor will take responsibility for removal of all equipment and services that are no longer needed or desired by Coffee County School System at the vendor's expense.

## FORM FOR PROPOSAL SUBMITTAL

### STATEMENT OF VENDOR’S QUALIFICATION

**To accompany proposals submitted for bandwidth for the Coffee County School System.**

Name of Vendor’s Firm: \_\_\_\_\_

Name of Company Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

When Organized? \_\_\_\_\_

Where Organized? \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

Vendor must provide a Service Provider Information Number Assigned by the Schools and Libraries Division (SLD).

SPIN Number: \_\_\_\_\_

How many years have you been engaged in this business under the present firm name?  
\_\_\_\_\_

Please attach to this statement at least five references, including: (name, address, title, phone number and brief description of work performed, including dates of work)

The above statements must be subscribed and sworn before a Notary Public.

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**CONTRACT PRICE FORM**

Name of Vendor’s Firm: \_\_\_\_\_

SPIN Number: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**To accompany proposals submitted for bandwidth for the Coffee County School System.**

1. Additional bandwidth: 1000 Mbps    \$ \_\_\_\_\_

(Please attach a detailed description of services included in total plan.)

**LIST OF VENDOR'S EXCEPTIONS**

Contractor shall list any exceptions to these specifications or general conditions.

The Owner reserves the right to reject any or all bids and to waive any informality in the bidding. No bid may be withdrawn for a period of thirty days subsequent to the opening of bids without written consent of the Owner.