

**Coffee County School System  
Douglas, GA**

**Request for Proposal  
Telecommunication Service  
10 Gbps WAN Connectivity**

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 WAN Connectivity for Internet services and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goals in selecting a WAN Connectivity for Internet services provider include reducing operating costs and improving our existing WAN services through increased product and service features, enhanced accessibility and speed, and greater flexibility in pricing options.

### **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. Should E-rate funding not become available, the Owner stands ready to pay the full contracted amount.

### **Background Information**

The Coffee County School System is located in Douglas, Georgia, Coffee County. Our enrollment is approximately 8000 students, and we employ 1200 staff members in 14 separate locations. All sites are presently connected through leased fiber optic connectivity to the Internet.

### **General Conditions**

This RFP is not a contract offer. Acceptance of a proposal neither commits 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 www.coffee.k12.ga.us
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.

### **EVALUATION CRITERIA**

Coffee County School System evaluates and weighs the follow criteria when considering our future provider of a wireless communication services. 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%
References	10%
Total	100%

## Telecommunication Services:

### Telecommunications- Digital Transmission Service 10-Gigabit Fiber WAN

The Coffee County School System (CCSS) is requesting proposals for a turnkey Telecommunications Distribution System under E-Rate guidelines for E-Rate Year 2019 Funding. All responses must be made within the specified time frame and parameters of the USAC SLD Program.

The Coffee County School System is requesting proposals for a 10-GB WAN from the CCSS to all campus sites. CCSS requires connectivity of 10GB between all thirteen locations and the CCSS Central Office “hub”. It is preferred for the vendor to provide a vendor owned 10-Gigabit fiber module that will be installed in a CCSS owned switch at each location. Please include any one-time build-out cost and recurring charges separately. CCSS is requesting one-year, 3-year and 5-year contract options.

Office Locations: 14 locations within zip codes: 31512, 31519, 31533, 31535, 31554, 31567

Telecommunication services proposed should meet or exceed the following:

Additional sites/schools may be added at the same quoted price.

Sites no longer needing connectivity during the contract timeline will be disconnected at no cost to the district.

The vendor will be responsible for all service and maintenance of connections.

Service will be provided within four (4) hours of reported problem(s) on a 24/7 basis.

## FORM FOR PROPOSAL SUBMITTAL

### STATEMENT OF VENDOR'S QUALIFICATION

**To accompany proposals submitted for telecommunication services for WAN Internet connectivity for Internet for 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 installing a data network and television system cabling for Coffee County School System.**

Telecommunication Services for WAN Connectivity to Internet Pricing should include:

Minimum 10 GB per site	\$ _____
Installation cost, if needed, for new sites	\$ _____
Total Price	\$ _____

**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.