

**PHENIX CITY SCHOOL DISTRICT**  
**Request for Proposal (RFP)**  
**WIDE AREA NETWORK (WAN) AND INTERNET ACCESS SERVICES**  
**Bid Opening Date & Time: January 6<sup>th</sup>, 2016 at 9:00 a.m. (Eastern Time)**

**I. MISCELLANEOUS**

- A. The Phenix City School District/Board of Education intends to contract for leased/managed Wide Area Network (WAN) and Internet Access services with the most responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Phenix City School District. Only bids offering an integrated solution with both WAN and Internet services are requested.

The Phenix City School District will accept sealed bids to provide the specified services beginning July 1, 2016 for a contract period of 36 months (July 1, 2016 - June 30, 2019) (contingent upon E-rate funding on an annual basis). Phenix City School District reserves the right to cancel the contract if E-rate funding is not approved or is reduced, on an annual basis, during the specified period of the contract.

If the vendor proposes state contract or government contract/schedule pricing, the awarded contract with Phenix City School District **MUST** be a standalone contract for the requested period that is not dependent the renewal of any other contract.

- B. Vendors with questions regarding bid specifications must submit their questions in writing to Jackie Sanes, at [jsanes@outlook.com](mailto:jsanes@outlook.com) **not later than 5:00 p.m. (Eastern Time) on December 17, 2015**. Questions received by any other means or manner will not be accepted.

- C. Any changes, additions, or modifications to the bid request and any questions and answers (Q&A) related to this solicitation will be posted to the Phenix City School District website at <http://www.pcboe.net/eratebids> or from [www.pcboe.net](http://www.pcboe.net), hover over "Departments" at the top of the homepage, then mouse down and click on "Technology", then click on the "ERATE Bids" link near the bottom of the page. Additionally, it is our intention to also post these documents to USAC/SLD's Form 470 tool to be viewed in the "View an FCC Form 470 (FY2016)" section of SLD's website with the associated Form 470 submitted with this solicitation. However, since this is the first year this process is available, vendors should not rely on this information being posted in this location and should check both the [www.pcboe.net](http://www.pcboe.net) website location AND SLD's "View an FCC Form 470 (FY2016)" location for posted updates and information. It is the responsibility of the vendor to check both websites periodically and before submitting a bid for any changes to the bid request.

- D. No consideration will be given to any claims based on a lack of knowledge of existing conditions. For this reason, vendors are encouraged to attend a site visit/survey scheduled for **December 9, 2015 at 9:00 a.m. (Eastern Time)** at the Phenix City School Board of Education, 1212 9<sup>th</sup> Avenue, Phenix City, Alabama. Attendance is recommended but not required. This is an opportunity for potential bidders to survey each location, if desired, prior to submitting a bid response.

- E. **Sealed bids** must be submitted in two (2) printed copies and must arrive **prior to the bid opening scheduled for January 6<sup>th</sup>, 2016 at 9:00 a.m. (Eastern Time)**, at the Phenix City School District Board of Education, P.O. Box 460, 1212 9<sup>th</sup> Avenue, Phenix City, AL 36867.

The envelope/container must be marked "**Bid No. GF-1606, WAN & Internet Access Services**" on the front and "**SEALED BID DO NOT OPEN**" on the seal. If mailed or hand delivered, address to Attention: Marcia Farrar at the address listed above.

**Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.**

*Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.*

<p>F. Specifications or qualifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers' itemization numbers, specification of qualifications, etc. is intended to set quality and feature standards and does NOT exclude bids from others. Any bid containing the referenced products/services "or equivalent" will be accepted as long as the standards are met. When quoting equivalent products/services, the bidder must provide information substantiating the standards have been met.</p>
<p>G. All bidders must complete and submit the Bid Response Form included with this document, as a minimum, for submitting their bid pricing and company information, as well as submitting all other requested documentation.</p> <p>The vendor's bid may include additional quote pages in the vendor's preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the District to compare pricing from all bidders using the same form. Reference statements, such as "See Page XX," "Refer to Page XX," etc. must not be entered in the Bid Response Form. If proposing additional options or services, the vendor should provide pricing using the Bid Response Form format, as a minimum.</p>
<p>H. The vendor is required to comply with all FCC Lowest Corresponding Price requirements for participation as a provider of services in the FCC E-rate program. According to 47 C.F.R. § 54.511, "Providers of eligible services shall not submit bids for or charge schools, school districts.... a price above the lowest corresponding price for supported services, unless the Commission, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a service provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined."</p>
<p>I. Bid price is to be all-inclusive (including taxes, fees, building entry fees, etc.) and include any and all costs necessary for the vendor to connect to Phenix City School District equipment <i>inside</i> each facility with no allowable additional costs to Phenix City School District. Prices shall be good for the length of this contract.</p>
<p>J. If a bid differs in any way from the bid specifications, the vendor must list the differences on the Bid Response Form in the Exceptions to Specifications and/or Comments section telling exactly where and how the bid deviates from said specifications. If no exceptions are listed in this section, it will be presumed the vendor proposes to meet all specifications in every respect; and if awarded the contract, performance on this basis will be required.</p>
<p>K. It is the bidder's responsibility to comply with all local, state and federal laws applicable within the context of this bid.</p>
<p>L. Phenix City School District is exempt from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.</p>
<p>M. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environmental Protection Agency Regulations.</p>
<p>N. The Phenix City School District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.</p>
<p>O. Phenix City School District will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and the Federal Communications Commission (FCC) E-rate funding program requirements (administered by the Universal Services Administrative Company (USAC) – Schools &amp; Libraries Division (SLD)).</p>
<p>P. The final awarding of this bid will be made by the Phenix City School District/Board of Education based on a recommendation from the Superintendent.</p>
<p>Q. The Phenix City School District reserves the right to reject any and all bid proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Phenix City School District, if deemed necessary.</p>

<p>R. The bidder must provide proof of registration with the Schools and Libraries Division (SLD) a division of the USAC, for reimbursement under E-rate guidelines and must maintain a Green Light status with the FCC. If during the term of the contract and any extensions, the vendor fails to file the appropriate forms with the SLD, fails to receive a Service Provider Identification Number (SPIN), fails to maintain their authorized provider status for the quoted services, or fails to remain in good standing with the FCC, the District will not be responsible for the discounted portion of the vendor's bill.</p>
<p>S. All bidders must have a valid Service Provider Identification Number (SPIN) and if proposing Telecommunications services, must be an authorized telecommunications service provider with the SLD of the Universal Services Administrative Company (USAC).</p>
<p>T. Bidders are required to identify the service category (Telecommunications Services or Internet Access) that applies to each of their quoted services as Phenix City School District will need to include this information on the FCC Form 471 application, when filed.</p>
<p>U. All vendors submitting a bid are responsible for understanding USAC and FCC E-rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-rate funding and should be filed as ineligible fees/charges.</p>
<p>V. 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, sodding, etc.) of grounds broken up during the installation of this network.</p>
<p>W. The vendor and his representatives shall follow all applicable school district regulations while on Phenix City School property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible.</p>
<p>X. Phenix City School District reserves the right to cancel the contract with the vendor for nonperformance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.</p>
<p>Y. Alabama Act No. 2012-491 now requires school boards to include the following clause in all contracts or agreements: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."</p>
<p>Z. This bid and any resulting contract does not restrict Phenix City Schools from using other Telecommunication and/or Internet Access services from other vendors.</p>
<p>AA. Any contract/s or other agreements awarded to support applications for E-rate funding "may not prohibit disclosure of pricing or technology infrastructure information" as required by 47 C.F.R. § 54.504.</p>
<p>BB. All requirements specified in this RFP and the vendor's bid response become part of any awarded contract.</p>

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## II. REQUIREMENT SPECIFICATIONS

- A. **Current Configuration:** The Phenix City School District currently has a leased 1Gbps Fiber Optic Wide Area Network (WAN) connecting all schools and administrative buildings enabling all locations to exchange information and data to conduct school district operations. The WAN is comprised of ten (10) locations physically connected to the fiber network with four (4) additional locations traversing the WAN but connected via Local Area Network (LAN) connections to locations which are physically connected to the WAN. The Internet services consists of a 500Mbps Internet Access connection (with firewall service) entering the district at a single location and distributed across the WAN to all other locations.
- B. **Description of Requirement:** The Phenix City School District requires an integrated solution for fully managed, leased WAN and Internet Access services with connectivity between all the ten (10) district locations specified in Paragraph II.C. below, serving all 14 district locations and meeting the specifications outlined in this RFP. Only bids offering *both* services will be considered. All requested WAN and Internet options may be elected upon initial contract award or any time during the contract period.
1. **WAN Services:** The backbone network shall be of sufficient capacity to support the connectivity between the individual sites with sufficient capacity to increase bandwidth, as needed. WAN services shall be full-duplex, non-shared, to each end site and aggregation site. The vendor's network must be protected to prevent attacks on the district's networks and to ensure the district's data, information, and networks are secured to prevent unauthorized access from outside the district. The preferred WAN medium is fiber, or equivalent.
    - a. **Basic WAN Requirement:** 1Gbps connectivity to all district locations specified in Paragraph II.C. below.
    - b. **WAN Options:**
      - i. WAN Option 1: 10Gbps connectivity to all district locations specified in Paragraph II.C. below. This option may be elected at the beginning of the contract term, in place of Basic WAN Requirement, or at any time during the contract term.
      - ii. WAN Option 2 - New Site Option: Vendor must provide estimated pricing for adding additional/new locations within the boundaries of the Phenix City School District, if needed, during the term of the contract. Actual pricing will be requested at the time a new location is identified. This option may be elected at the beginning of the contract term and/or during the contract term, as necessary, to connect any new district locations.
  2. **Internet Services:** The Internet services must provide high speed internet access services at the specified bandwidths, without data limits, entering the district at a central location (currently the Board of Education/ Central Office) and distributed across the WAN to all 14 district locations specified in Paragraph II.C below. The vendor's proposed service must provide basic firewall protection, as part of the service, with sufficient capacity to protect Phenix City School District internal network against unauthorized access into its network and other Internet threats while allowing the organization/s users to access the Internet.
    - a. **Basic Internet Requirement:** 1Gbps connectivity to all district locations specified in Paragraph II.C below.
    - b. **Internet Options:**
      - i. Internet Option 1: 2Gbps connectivity to all district locations specified in Paragraph II.C below. This option may be elected at the beginning of the contract term, in place of Basic Internet Requirement, or at any time during the contract term.

**C. Locations Requiring Services (as specified)**

1. Sites requiring physical connection to the WAN:

	Site Name	Site Address
1.	Central High School (CHS)	2400 Dobbs Drive Phenix City, AL 36870
2.	Lakewood Elementary School	24 Explorer Drive Phenix City, AL 36867
3.	Meadowlane Elementary School	709 Meadowlane Drive Phenix City, AL 36869
4.	Phenix City Intermediate School	2401 South Railroad Street Phenix City, AL 36867
5.	Phenix City Schools – Board of Education Admin*	1212 9th Avenue Phenix City, AL 36867
6.	Ridgecrest Elementary School	1806 8th Place South Phenix City, AL 36869
7.	Sherwood Elementary School	906 Idle Hour Drive Phenix City, AL 36867
8.	South Girard Junior High School	521 Fontaine Road Phenix City, AL 36869
9.	Success Academy	1700 17 <sup>th</sup> Avenue Phenix City, AL 36867
10.	Westview Elementary School	1012 Ingersoll Drive Phenix City, AL 36867

\*Phenix City Schools – Board of Education Admin – Current INTERNET ENTRY POINT

2. Sites connected via a district LAN connection (traverse the WAN and receive Internet services):

	Site Name	Site Address	Connected via District LAN to:
1.	CHS Freshman Academy	2800 Dobbs Drive Phenix City, AL 36870	Central High School
2.	Lakewood Primary School (K-1)	18 Explorer Drive Phenix City, AL 36867	Lakewood Elementary School
3.	Phenix City Elementary School	2307 South Railroad Street Phenix City, AL 36867	Phenix City Intermediate School
4.	Phenix City Schools – Bus Shop	1212 9th Avenue Phenix City, AL 36867	Phenix City Schools – Board of Education Admin

These sites are and will continue to be connected via the Phenix City Schools’ local area networks. Therefore, WAN pricing should not include these locations.

Phenix City School District reserves the right to add or remove sites as needed in the event of new schools, new

<p>administrative facilities, closures, etc. The District must be able to terminate services and discontinue payments at the time sites are removed and no longer receiving services during the term of the contract.</p>
<p>D. The district is seeking leased managed services. Therefore, vendor services must include installation, maintenance, and configuration as part of their service. Responsibility for maintaining the equipment and services rests with the vendor. The vendor will be responsible for installation, configuration, maintenance and replacement, if necessary, of all equipment and services necessary to provide the leased services during the specified period of the contract.</p>
<p>E. All communication lines must work with all existing equipment currently in place including but not limited to routers, firewalls, servers, filters, etc. If additional customer equipment is needed to connect at the requested bandwidth, bidder must specify in their response, otherwise vendor will be responsible for providing any required equipment at no additional cost to Phenix City School District.</p>
<p>F. In the event vendor equipment, software, materials, etc. are necessary to provide services, they must be compatible with existing equipment, software, material, etc. The school system is not required to make any purchase of equipment, software, material, etc. to accept the vendor's services.</p>
<p>G. 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.</p>
<p>H. All pricing must include installation, setup and configuration fees. When installation is complete, vendor's connectivity equipment (which may include but not be limited to routers) must be connected to the existing Phenix City School District network.</p>
<p>I. WAN Construction Timeline Limitations/Conditions to Enable E-rate Funding. When services must be operational by July 1st, vendors must begin network construction activities prior to the formal start of the allowable services period for the E-rate funding year which starts July 1<sup>st</sup>. Therefore, the vendor is required to comply with the USAC conditions outlined below to ensure Phenix City Schools remains compliant with E-rate requirements and is able to obtain E-rate funding reimbursement.</p> <p>USAC has very specific guidance where this is the situation. According to USAC, support may be available for telecommunications services and Internet access (Category 1) infrastructure costs incurred prior to the funding year [July 1st] when the following conditions are met:</p> <p>“If Category 1 services will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation prior to the beginning of that funding year.</p> <p>Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. <i>That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.</i></p> <p>There are <i>four conditions</i> that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.</p> <ul style="list-style-type: none"> <li>• Initiation of installation cannot take place before selection of the service provider pursuant to a posted FCC Form 470 and in any event no earlier than six months prior to July 1 of the funding year.</li> <li>• The Category 1 service must depend on the installation of the infrastructure.</li> <li>• The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.</li> <li>• No invoices can be dated prior to July 1 of the funding year.”</li> </ul> <p>Vendor must comply with all four conditions to ensure Phenix City Schools remains compliant with USAC's requirements and E-rate funding reimbursement is available.</p>

<p>These restrictions apply to the initial provision of the requested services and any construction for connecting any new schools or sites during the term of the contract that is necessary to ensure they are operational by July 1st of the E-rate funding year in which they become operational.</p>
<p>J. Phenix City School District must own the first switch after the demarcation point and only one demarcation/ handoff from vendor equipment <i>for each service</i> at each site is permitted. All network designs must adhere to E-rate guidelines for local network independence and On-Premise Category One Equipment (refer to USAC/SLD’s website: <a href="http://usac.org/sl/applicants/beforeyoubegin/eligible-services/category-one.aspx">http://usac.org/sl/applicants/beforeyoubegin/eligible-services/category-one.aspx</a> for additional on-premise requirements).</p> <p>The On-Premise Category 1 guideline extract related to independence:  <i>“The Local Network is not Dependent on the Equipment. The internal network at the site must continue to function without connection to the service provider on-premise equipment. Applicants cannot overcome this requirement by installing redundant components because that would be contrary to the requirement to select the most cost-effective service. For instance, on-premise components such as network hubs and network switches that are used to distribute transmissions to multiple locations within a local area network would not meet this requirement because if they were removed then the communication paths among the various network points would be broken.”</i></p>
<p>K. Vendor’s equipment and network must meet industry standards for Quality of Service (QOS) with no additional cost or required upgrades to ensure effective operation and handling of any current and future voice and video over IP traffic.</p>
<p>L. Vendor must provide a minimum contiguous block of <b>128</b> IP addresses.</p>
<p>M. The vendor should be prepared to guarantee the availability of the network <b>at each site</b> at 99 % as calculated by the following formula.</p> $\frac{(\text{Hours in a day}) \times (\text{days in a month}) \times (\text{number of sites}) - (\text{network outage time in hours})}{(\text{Hours in a day}) \times (\text{days in a month}) \times (\text{number of sites})}$ <p>The vendor should also be prepared to guarantee the throughput of the network meets the quoted rate, taking into account normal network overhead, 99% of the time. Vendor must propose and Phenix City School network personnel must agree upon a throughput measurement tool to measure and ensure compliance with this requirement. The vendor will be required to provide monthly reports and ad hoc reports, if requested, to Phenix City network personnel to enable them to assess network usage trends.</p> <p>Payment will not be made by the District for network outage time that exceeds 1 percent on a per site basis.</p>
<p>N. Vendor must provide a toll free number for technical support Monday-Friday 9:00 a.m. to 5:00 p.m. as a minimum.</p>
<p>O. The bidder must provide a detailed description of the proposed services identifying how the solution meets the requirements stated in this RFP.</p>
<p>P. Bidder must provide a network diagram and describe the network design including transport speeds between each location. A description of the vendor's carrier line and speeds must also be provided.</p>
<p>Q. The bidder must provide a transition plan defining and describing the activities and timelines necessary to complete implementation (site by site). Plan must include estimated downtimes necessary at each location to complete the transition.</p>
<p>R. The bidder must describe the resources they will use to monitor, manage and repair equipment infrastructure at all locations.</p>
<p>S. Bidder must provide three (3) references of comparable size and scope with a summary of the services provided.</p>

<p>T. Vendor must have been in continuous business for a minimum of three (3) years and must be an exclusive provider, not a reseller, of services requested.</p>
<p>U. Prior to starting any work, the awarded vendor shall furnish to Phenix City Schools with a Certificate of Insurance showing compliance within the following limitations and is required to maintain this insurance for the duration of the contract. Below is a list of the insurance coverage that must be procured and maintained by the vendor at his own expense:</p> <ul style="list-style-type: none"> <li>• Personal injury, including death. Limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.</li> <li>• Property Damage limits of \$1,000,000.00 for each accident and \$5,000,000.00 for the aggregate.</li> </ul>
<p>V. At the request of Phenix City School District, the vendor must invoice the Schools and Library Division (SLD) directly (generate a Service Provider Invoice, FCC Form 474) for the discounted portion of each bill for E-rate eligible support services in accordance with SLD regulations. If Service Provider Invoicing is requested by Phenix City School District, the school district will only be invoiced for the undiscounted portion plus 100% of any ineligible fees. In such cases, the vendor is responsible for ensuring ONLY eligible services are invoiced to SLD and all ineligible services are identified as such and invoiced directly to the District (100%).</p>
<p>W. Vendor must be able to provide consolidated billing under a single billing account number with detailed breakdowns of charges for individual service type such as but not limited to maintenance and charges over and above basic plan.</p>
<p>X. Upon request, the vendor must provide Item 21 Attachment information each year to assist the district in completing the Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD), FCC Form 471 application each year. The Item 21 attachment information must include a description of each of the services being provided, type of connection/s (i.e. Ethernet, fiber, DSL, etc.), monthly costs and non-recurring/installation costs for each service/bandwidth, sites receiving each service/bandwidth, and must clearly identify any ineligible services and associated costs.</p> <p>Additionally, the Vendor shall assist, when requested by Phenix City School District personnel, USAC, or the FCC, with providing, within the required deadlines, any information needed to respond to SLD application reviews or any other USAC or FCC directed review and/or request for information.</p>
<p>Y. System and services must be installed, tested and fully operational to all specified sites at least 48 hours prior to <b>July 1, 2016</b>. Invoicing will begin no earlier than <b>July 1, 2016</b>. If the services are not operational by this time vendor must provide alternative connectivity to all specified locations at their cost and Phenix City School District reserves the right to terminate the contract and award services to the next qualified vendor.</p> <p>Service activation must be transparent and down time, if any, must be at a time determined by Phenix City School District.</p>

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**III. BASIS OF AWARD**

In keeping with the guidelines of USAC, a contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Price of the eligible products and services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be but are not limited to price of the ineligible products and services; quality of proposed solution, including compatibility with vendor networks and personnel training; prior experience, including past performance, personnel and company qualifications, including technical excellence; transition and implementation plan and considerations; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Phenix City School District does not guarantee award of a contract and reserves the right to reject any and all bids.



**These factors as well as others *may* be utilized in weighing the RFP responses as follows:**

<b>Factor</b>	<b>Weight</b>
Price of Eligible Services	30%
Quality of Proposed Solution/Services	25%
Prior Experience	20%
Transition & Implementation Plan	15%
Flexibility of Services/Plan	10%
<b>TOTAL</b>	<b>100%</b>

**IV. REQUIRED CONTENTS OF BID AND ATTACHMENTS**

The following checklist is only a guideline and may not be all inclusive; it is the responsibility of each vendor/bidder to read and comply with the Request for Proposal in its entirety.

- A) Completed Bid Response Form (**All** pages)
- B) Proof of an approved SPIN with authorization to provide the quoted service category
- C) A detailed description of the proposed services identifying how the solution meets the requirements stated in this RFP.
- D) Transition Plan with timelines and estimated outage times
- E) Network diagram and description of the network design including transport speeds between each location and the vendor's carrier line and speeds.
- F) A description of the resources vendor will use to monitor, manage and repair equipment infrastructure at all locations.
- G) References of a minimum of three (3) other customers for whom company has provided similar size and scope of services
- H) Certificate of Insurance

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**PHENIX CITY SCHOOL DISTRICT  
WIDE AREA NETWORK (WAN) AND INTERNET ACCESS SERVICES  
Bid Opening Date & Time: January 6<sup>th</sup>, 2016 at 9:00 a.m. (Eastern Time)**

**BID RESPONSE FORM (Page 1 of 7)**

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

Address of Firm: \_\_\_\_\_  
\_\_\_\_\_

Representative's Name (Type or Print): \_\_\_\_\_

\*Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

E-rate SPIN: \_\_\_\_\_ (Telecommunications)

\_\_\_\_\_ (Internet Access, if different)

Number of Years in Business: \_\_\_\_\_

**\*Signature certifies the proposed solution and services meet all requirements outlined in this solicitation and the vendor will comply with all specified requirements unless exceptions are noted below.**

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**EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS**  
(Attach additional pages if needed)

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**BID RESPONSE FORM (Page 2 of 7)**

<b>WAN Connectivity Services</b>					
<i>Note: The reference to "All" sites refers to the 10 sites directly connected to the WAN &amp; specified in Paragraph II.C.</i>		<b>Per Site Pricing, if applicable (E-rate Eligible)</b>	<b>Pricing for ALL Sites (E-rate Eligible)</b>	<b>Per Site Pricing, if applicable (E-rate Ineligible) (not included in previous pricing)</b>	<b>Pricing for ALL Sites (E-rate Ineligible) (not included in previous pricing)</b>
<b>Wide Area Network (WAN) Services – Basic Requirement</b>					
<b>1Gbps physical WAN connectivity</b> <i>Specify E-rate Service Category (Telecom or IA): _____</i>	Monthly:	\$ _____	\$ _____	\$ _____	\$ _____
	Annual:	\$ _____	\$ _____	\$ _____	\$ _____
<b>WAN One-time Installation or set up costs, if any</b> <i>(Be specific about the purpose of the one-time costs)</i>	Non-recurring:	\$ _____	\$ _____	\$ _____	\$ _____
<b>WAN Estimated Taxes and Fees</b> <i>(if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services)</i>	Monthly:	\$ _____	\$ _____	\$ _____	\$ _____
	Annual:	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total - WAN Services:</b>	Monthly:	\$ _____	\$ _____	\$ _____	\$ _____
	Annual (Recurring):	\$ _____	\$ _____	\$ _____	\$ _____
	One-time Non-recurring:	\$ _____	\$ _____	\$ _____	\$ _____

**BID RESPONSE FORM (Page 3 of 7)**

<p><i>Note: The reference to "All" sites refers to the 10 sites directly connected to the WAN &amp; specified in Paragraph II.C.</i></p>	<p><b>Per Site Pricing, if applicable (E-rate Eligible)</b></p>	<p><b>Pricing for ALL Sites (E-rate Eligible)</b></p>	<p><b>Per Site Pricing, if applicable (E-rate Ineligible) (not included in previous pricing)</b></p>	<p><b>Pricing for ALL Sites (E-rate Ineligible) (not included in previous pricing)</b></p>
<p><b>WAN Option 1 – District-wide Bandwidth Upgrade</b></p>				
<p><b>10Gbps physical WAN connectivity</b> <i>(elected in place of the basic requirement at initial contract award or at any time during the contract period)</i></p> <p><b>Specify E-rate Service Category (Telecom or IA):</b> _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>
<p><b>WAN One-time Installation or set up costs, if any</b> <i>(Be specific about the purpose of the one-time costs)</i></p>	<p>Non-recurring: \$ _____</p>	<p>Non-recurring: \$ _____</p>	<p>Non-recurring: \$ _____</p>	<p>Non-recurring: \$ _____</p>
<p><b>WAN Estimated Taxes and Fees</b> <i>(if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services)</i></p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual: \$ _____</p>
<p><b>Total Option 1 –WAN Bandwidth Upgrade:</b></p>	<p>Monthly: \$ _____</p> <p>Annual (Recurring): \$ _____</p> <p>One-time Non-recurring: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual (Recurring): \$ _____</p> <p>One-time Non-recurring: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual (Recurring): \$ _____</p> <p>One-time Non-recurring: \$ _____</p>	<p>Monthly: \$ _____</p> <p>Annual (Recurring): \$ _____</p> <p>One-time Non-recurring: \$ _____</p>

**BID RESPONSE FORM (Page 4 of 7)**

<i>Note: The reference to "All" sites refers to the 10 sites directly connected to the WAN &amp; specified in Paragraph II.C.</i>	<b>Per Site Pricing, if applicable (E-rate Eligible)</b>	<b>Pricing for ALL Sites (E-rate Eligible)</b>	<b>Per Site Pricing, if applicable (E-rate Ineligible) (not included in previous pricing)</b>	<b>Pricing for ALL Sites (E-rate Ineligible) (not included in previous pricing)</b>
<b>WAN Option 2 - Adding Sites to WAN (if needed)</b>				
<b>Estimated Pricing for Each New 1Gbps Connected WAN Site (physically connected) added During the Contract Period</b>  <i>(Estimate ONLY – Actual pricing will be requested at the time a new site is identified)</i>	Monthly: \$ _____  Annual: \$ _____	N/A	\$ _____  \$ _____	N/A
<b>WAN One-time Installation or set up costs, if any</b> <i>(Be specific about the purpose of the one-time costs)</i>	Non-recurring: \$ _____	N/A	\$ _____	N/A
<b>WAN Estimated Taxes and Fees</b> <i>(if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services)</i>	Monthly: \$ _____  Annual: \$ _____	N/A	\$ _____  \$ _____	N/A
<b>Total Option 2 – Add WAN Site:</b>	Monthly: \$ _____  Annual (Recurring): \$ _____  One-time Non-recurring: \$ _____	N/A	\$ _____  \$ _____  \$ _____	N/A

**BID RESPONSE FORM (Page 5 of 7)**

<b>Internet Services</b>				
<i>Note: The reference to "All" sites refers to the 14 sites specified in Paragraph II.C.</i>	<b>Per Site Pricing, if applicable (E-rate Eligible)</b>	<b>Pricing for service to ALL Sites (E-rate Eligible)</b>	<b>Per Site Pricing, if applicable (E-rate Ineligible) (not included in previous pricing)</b>	<b>Pricing for service to ALL Sites (E-rate Ineligible) (not included in previous pricing)</b>
<b>Internet Services – Basic Requirement</b>				
<b>1Gbps Internet connectivity for district-wide access (no data limit)</b> <i>(Entering the district at a central location &amp; distributed to all specified locations)</i>  <b>Specify E-rate Service Category (Telecom or IA):</b> _____	N/A	Monthly: \$ _____ Annual: \$ _____	N/A	Monthly: \$ _____ Annual: \$ _____
<b>Internet One-time Installation or set up costs, if any</b> <i>(Be specific about the purpose of the one-time costs)</i>	N/A	Non-recurring: \$ _____	N/A	\$ _____
<b>Internet Estimated Taxes and Fees</b> <i>(if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services)</i>	N/A	Monthly: \$ _____ Annual: \$ _____	N/A	Monthly: \$ _____ Annual: \$ _____
<b>Total - Internet Services:</b>	N/A	Monthly: \$ _____ Annual (Recurring): \$ _____ One-time Non-recurring: \$ _____	N/A	Monthly: \$ _____ Annual (Recurring): \$ _____ One-time Non-recurring: \$ _____

**BID RESPONSE FORM (Page 6 of 7)**

<p><i>Note: The reference to "All" sites refers to the 14 sites specified in Paragraph II.C.</i></p>	<p><b>Per Site Pricing, if applicable (E-rate Eligible)</b></p>	<p><b>Pricing for service to ALL Sites (E-rate Eligible)</b></p>	<p><b>Per Site Pricing, if applicable (E-rate Ineligible) (not included in previous pricing)</b></p>	<p><b>Pricing for service to ALL Sites (E-rate Ineligible) (not included in previous pricing)</b></p>
<p><b>Internet Option 1 – Bandwidth Upgrade</b></p>				
<p><b>2Gbps Internet connectivity for district-wide access (no data limit)</b>  <i>(Entering the district at a central location &amp; distributed to all specified locations)</i>   <i>(elected in place of the basic requirement at initial contract award or at any time during the contract period)</i>   <b>Specify E-rate Service Category (Telecom or IA):</b> _____</p>	<p>Monthly: _____                      Annual: N/A</p>	<p>\$ _____                      \$ _____</p>	<p>N/A</p>	<p>\$ _____                      \$ _____</p>
<p><b>Internet One-time Installation or set up costs, if any</b>  <i>(Be specific about the purpose of the one-time costs)</i></p>	<p>Non-recurring: N/A</p>	<p>\$ _____</p>	<p>N/A</p>	<p>\$ _____</p>
<p><b>Internet Estimated Taxes and Fees</b>  <i>(if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services)</i></p>	<p>Monthly: _____                      Annual: N/A</p>	<p>\$ _____                      \$ _____</p>	<p>N/A</p>	<p>\$ _____                      \$ _____</p>
<p><b>Total Option 1 –Internet Bandwidth Upgrade:</b></p>	<p>Monthly: _____                      Annual (Recurring): N/A                      One-time Non-recurring: _____</p>	<p>\$ _____                      \$ _____                      \$ _____</p>	<p>N/A</p>	<p>\$ _____                      \$ _____                      \$ _____</p>

**BID RESPONSE FORM (Page 7 of 7)**

**If any of the services or any portion of the services quoted in the previous pages is not E-rate eligible, the bidder must identify the portion of the pricing and the features that are ineligible.**

The bid will be awarded on the basis of a collective grand total for E-rate eligible services not on an item-by-item basis. Award will be made to the responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Phenix City School system.

*Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.*