

Sam Rayburn ISD 9363 E FM 273 Ivanhoe, TX 75447

Funding Year 2014-2015 RFP -ERATE Request for Proposals for Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections Eligible for E-Rate Funds under the Universal Service Program

Inquiries may be made to: Wendy
Keeton District Technology Director
via email – wendy.keeton@srisd.org

Introduction

Under the Universal Service program, the Sam Rayburn School District is eligible for discounts on eligible services. To be eligible, schools must follow procedures established by FCC and the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which oversees the Universal Service provisions of the Telecommunications Act of 1996. The Federal Communications Commission (FCC) adopted rules on May 7, 1997 as required by the Telecommunications Act of 1996 that provide discounts for telecommunication products and services for K-12 schools and libraries. The rules were incorporated into the FCC's Universal Service Order (CC Docket No. 96-45). The Order acts to ensure that eligible schools and libraries have affordable access to modern telecommunication services, internal connections and the Internet. This Universal Service discount program is also called the *E-Rate Program*. If you need additional information, you may visit their website at <http://www.universalservice.org/sl/> .

Sam Rayburn ISD is submitting a Form 470 to the School & Libraries Corporation (E-Rate Program) that will cover the following eligible sites:

1. Sam Rayburn High School
2. Sam Rayburn Elementary

Objective

To identify qualified Vendors to provide Telecommunications, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections for E-Rate funding year 2014-2015.

Proposal Categories

This RFP is requesting Fixed Price proposals on the following categories of services. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any or all categories.

- Telecommunications Services
- Internet Access
- **Basic Maintenance of Internal Connections**

Scope of Work

This RFP outlines the Scope of Work for each of the four (4) proposal categories referenced above. Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors.

Category One Telecommunications Services Part One Local telephone service for voice/fax services to school sites in the following

Sam Rayburn ISD will be using Verizon for our local phone service and currently has a contract with AT&T and will not be seeking contracts for these telecommunication services.

Part Two

Requesting proposals for wireless telephone services, *e.g.*, cellular service and Personal Communications Services (PCS) for use throughout the school district. Cellular Service should be able to allow users to receive radio transmissions to receive wireless telephone and internet services.

Telecommunications

Category Two

Internet Access Part

One

Requesting proposals to support ISP services for the District with the administrative hub and initial Internet access point located at the District. The proposal must include services required to deliver full E-rate eligible ISP services to support the current bandwidth. The following school sites have fiber connections that are dedicated to Data Services rated at 1000 Gb or better bandwidth:

1. Sam Rayburn High School
2. Sam Rayburn Elementary Sam Rayburn Elementary is seeking wiring of new building. We are requesting 8 drops in 4 rooms. This will include vertical and horizontal racks and wiring as well as fiber between the library and the server room. Questions can be asked of Wendy Keeton wendy.keeton@srisd.org
3. Sam Rayburn ISD is seeking reevaluation of our wireless system throughout the district
4. Sam Rayburn is seeking management of wireless network and network. Maintenance and management for troubleshooting on and off site.

The vendor must provide documentation outlining how they will provide the following:

- **“Secure”** – The School District requires that the telecommunications lines used in its wide area network be secure. The vendor must document how the services being proposed will ~~provide~~ **“Reliable”** – The School District requires that the sensitive student and personnel data that will be transported be reliable. The vendor must document how they, as a company, can provide 24/7 reliability. This documentation should also include: a number that is monitored 24/7 for the district network manager to use to report problems.

ii. A single contact person who will be responsible for working with the district ~~to ensure that the vendor solves all problems~~ backups of configurations and spare equipment for reliability.

- **Compatible with existing network equipment** – The vendor must provide assurances that the proposed services, including equipment, will be compatible with each school’s local area network, the district’s centralized wide area network equipment. **As required by the School & Libraries Corporation, the Vendor will provide a statement that the following is true:**

The service provider will install equipment on the premises of the eligible sites as a part of their provision of eligible telecommunication services. The equipment will be considered part of the provision end-to-end telecommunication services (not as Internal Connections). The equipment will not be used by the school for any purpose other than receipt of eligible telecommunications services of which it is a part. The local area network for data communications of the school is functional without dependence on the equipment. Responsibility for maintaining the equipment rests with the service provider,

not the school.

A multi-year contract can be submitted if there is a clause that allows the School District to end the contract if E-Rate funds become unavailable.

Internet Access

Part Two

Sam Rayburn District Schools is seeking a Web Hosting service that provides a means for each of the following sites the ability to display content on the Internet.

1. Sam Rayburn High School
2. Sam Rayburn Elementary
3. Sam Rayburn ISD According to USAC regulations, funding is limited strictly to the following eligible web hosting functions:

- Provision of web site traffic (bandwidth)
- Provision of disk space for storing applicant provided content
- Provision of File Transfer Protocol (FTP) transfer or a Web interface to upload files If services include ineligible features, such as software applications, end-user file storage and content editing features, please indicate these items as ineligible in your proposal. Any cost allocation must be based on tangible information that provides a reasonable and appropriate delineation between the eligible and ineligible components. Maintenance and technical support appropriate to maintain reliable operation is eligible for discount when provided as a component of an eligible Internet access service.

Category Four

Basic Maintenance on Internal Connections The FCC has clarified the maintenance services eligible for E-Rate discounts. Vendors should review the current *Eligible Services List* on the SLD website and ensure their proposals for maintenance are limited to *basic maintenance services* that are unquestionably eligible for ERate discounts.

◆ Basic Maintenance Contract on all Client/Server Services (Novell) (Windows Server)on eligible file servers, routers, web server, firewalls, and switches (all sites and district).

- Vendor must be qualified to provide all the above maintenance without subcontracting. Vendor must be trained with at least five years of experience in successfully maintaining. Submit quote of Hourly Charge and Travel Costs. Established needs and past experiences indicate that this will mean a minimum of 28 hours per week. If vendor is a new contractor to the Sam Rayburn School District Technology Department, please submit qualifications and job references as listed below.

◆ Basic Maintenance Contract on all eligible network infrastructures including wiring, wall jacks, raceways, conduit, wireless access points. This contract will be

based on a per call basis with an estimated monthly minimum. Experience indicates the need for an average of 5 eight-hour days per month to maintain the infrastructure at all eligible sites in the school district. Vendor should submit a bid for their hourly charge and travel costs. If this is a new contractor to the Sam Rayburn School District Technology Department, please submit qualifications and job references as listed below.

Please provide the following information as part of your application.

(SRISD reserves the right to reject any and all applications from vendors that omit this information from the application.)

1. What is your previous experience with E-rate-supported services?
2. What is the previous amount that you have had funded in Telecommunications, Internet Access and Internal Connections, and/or basic Maintenance categories?
3. What assistance can you provide during the Program Integrity Assurance (PIA) and Item 25 review as pertains to the delivery of eligible services awarded to your company?
4. What documentation and backup material can you provide in the event that an appeal (either the SLD or the FCC) is necessary?
5. What experience have you had in assisting customers in filing for extensions and substitutions?

Vendor Information

1. According to the Universal Service program, to qualify as a participant, the Vendor must:
 - . Apply for a Service Provider Identification Number (SPIN) and provide it with the proposal. for additional information, you can call the SLD at 888-641-8722, or access their web site at <http://www.universalservice.org/>
 - . Agree that the school's portion of the contract is subject to the availability of the discount to the schools on a year by year basis.
 - . Separate ineligible services and equipment from eligible services and equipment and include start and completion dates for the work on each invoice.
 - . Agree to assist the SRISD in resolving administrative issues that arise from the Universal Service program.
 - . Provide resume(s) for your E-Rate Project Executive. The resume must reflect 3 – 5 years of successful E-rate project management with school districts of comparable enrollment.
1. The Vendor submitting a proposal involving equipment (switches, routers, telephones, servers, etc.) must have no less that two full-time certified professionals on staff and a certified professional must complete installation.
2. The Vendor submitting a proposal involving equipment (switches, routers, telephones, servers, etc.) must provide "help-desk" assistance by a qualified technician between 8 a.m. and 4p.m. EST via a toll free telephone number.
4. The Vendor must be able to provide on-line remote support assistance to customer.
5. The Vendor must be able to provide on-site management/maintenance service with a response time of three hours or less.
6. The Vendor must provide evidence of at least 5 years of experience in integration and

- installation of telecommunications services.
7. Proof of the above qualifications and evidences of the above must be part of the RFP.
 8. The vendor must be completely and solely responsible for the transportation and completion of all repairs to the equipment from and to the original location and coordinate all warranty repairs.
 9. If equipment that is under warranty is not operational because of defects at any time after receipt of the product by the SRISD, the vendor will provide replacement equipment until the defective equipment is repaired or replaced.
 10. The Vendor will designate a Liaison or Project Manager within the Vendor's firm with whom all concerns and issues will be addressed.
 11. The Vendor will provide the SRISD with alternative methods of contact other than the telephone (i.e., cell phones, pager or email addresses.)
 12. The Vendor will make certain that its employees, agents, volunteers and contractors, who may have contact with students, are in compliance with Florida's Jessica Lunsford Act.
13. In the event that the SRISD determines in good faith that a Vendor's employee is not conducting himself/herself in a professional manner, the Media & Technology Director will contact the Vendor with respect to such conduct and will act in accordance with the appropriate Sections of the signed Services Agreement.
14. All communications from an awarded Vendor to the SRISD shall be directed to the Technology Director or his/her designee. No other employee of the SRISD will be authorized to operate under the terms of any agreement resulting from this RFP.
15. The successful Vendor shall comply with all Federal, State, and Local laws, ordinances, regulations and Sam Rayburn School Board rules and policies pertaining to work for the school district, and shall, at its expense, obtain any permits that may be required.
16. The Vendor will not discriminate or permit discrimination against any person because of race, color, religion, sex or national origin. In the event of such discrimination, the SRISD may, in addition to any other rights available under this RFP, at law or in equity, terminate the Vendor.
17. The Vendor agrees to preserve the confidential nature of confidential, nonpublic information disclosed to it by the SRISD in the course of this RFP. During the performance of this project, the Vendor may be exposed to data of a confidential or sensitive nature. The Vendor will maintain strict confidentiality regarding information which it gains access to in the course of this contract.
18. All proposals shall specify in detail, what information and/or documentation contained within the proposal is considered confidential or proprietary information by the Vendor.
19. Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery to the designated contact at the designated time.
20. Should the vendor require a subcontractor for purposes of the work/services as part of this RFP, they must declare in the RFP the name of the subcontractor and their address and telephone number. The Sam Rayburn School District reserves the right to reject any subcontractor without explanation or recourse by the vendor or subcontractor. Neither party to the contract shall assign the contract or sublet it as a whole without the

consent of Sam Rayburn School Board, nor shall the vendor assign any monies due or to become due to him without written consent of the School Board.

21. All new vendors (those who have never held a contract with the Technology Department) will be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their proposal and are in all respects competent and an eligible Vendor to fulfill the terms of this request. The Sam Rayburn School District may make such investigation as deemed necessary to determine the ability of the Vendor to provide the items required and reserves the right to reject any Vendor's proposal if evidence fails to indicate the Vendor is qualified to provide the items on this request.

22. New Vendors must provide evidence of successful past performance in providing turnkey network integration in the commercial and/or private market place during the last five years. Depending on the area of service, the Vendor must provide evidence of his ability to provide the following examples of services: Network Integration (both LAN and WAN) Network Engineering Inside and Outside cabling if submitting a proposal for infrastructure and/or Local Area Network Maintenance Novell LAN Installation and Management and Windows Lan Installation and Management PBX installation, integration, and maintenance if submitting a proposal involving telephone systems The submission of a minimum of three references with contact name, county/school name or company name, address phone number, and a brief description of the work performed in paragraph form will be applicable for this section of the RFP.

Vendor Payment(s)

A portion of the procurement addressed in this RFP may be eligible for federal E-rate funds under the Telecommunications Act of 1996. The Sam Rayburn School District is applying for applicable funding and, if awarded E-rate funds, the selected vendor or vendors will receive payment of completed, approved services within thirty (30) days of invoicing. Prices quoted shall be all inclusive and represent complete installation and integration at the designated site(s). The vendor is responsible for all parts, software, labor and all other associated equipment necessary to completely install, test, and request for completion approval by the Sam Rayburn School District. A Vendor providing awarded services will submit invoices showing Purchase Order number and costs breakdown. Vendor invoices shall contain only charges for those services that are **completed** and completion approved by the SRISD. Invoices must include copies of time sheets for the billed week and they must be signed by the Director of Media & Technology Services.

Invoices will be paid within thirty (30) days of receipt of the Vendor's invoice. All invoices will be subject to approval from the Media & Technology Department. All invoices should be submitted to: Sam Rayburn ISD 9363 E FM 273

Ivanhoe, TX 75447

If the Sam Rayburn School District is denied by the SLD the award of requested discounts or any portion thereof, then SRISD reserves the right to void the selected vendor(s) proposal(s) and contract(s), and so choose not to pursue any agreement. The SRISD will not be held liable for any express or implied guarantees.

It is recommended that vendors visit the Sam Rayburn Public Schools Web Pages for additional detailed information regarding the district and the individual schools
<http://www.srisd.org>

Warranty

The Vendor shall fully warrant all items and services provided under this RFP against defects in material and workmanship for a minimum of three years or greater as provided by the equipment manufacturer's warranty. Warranty information should be submitted per an equipment basis in the Bid Proposal. Should any defects in workmanship or material, excepting ordinary wear and tear or abuse, appear during the warranty period, the manufacturer or his representative shall repair or replace such items at no cost to the Sam Rayburn School District.

Price Quotations

Price quotations are to include the furnishing of all materials, software, equipment, maintenance, shipping cost, delivery, installation, and the provisions of all labor and services necessary or proper for the completion of the work except as may be otherwise expressly provided in the contract documents. The Sam Rayburn School District will not be liable for any costs beyond those proposed herein and awarded. The Vendor shall include all application cost in the price quotation. In case of discrepancy in computer proposal prices, the unit price shall govern and the total price shall be revised accordingly.

Variation in Quantities and Configuration

Equipment and service capacity requirements are the best estimate currently available. The Sam Rayburn School District reserves the right to modify quantity and configuration requirements. The Vendor agrees to sell the Sam Rayburn School District the revised quantity of items at the unit price as stated in the RFP regardless of quantity changes.

Termination of Services

- ◆ Should Vendor fail to perform fully, faithfully and promptly any obligation owed to the Sam Rayburn School District, the school district may consider the breach material and may terminate any agreement resulting from this RFP.
- ◆ The performance of work under any agreement resulting from this RFP may be terminated by the Sam Rayburn School District in whole, or from time to time in part, whenever the SRISD shall determine that such termination is in the best interest of SRISD. The Vendor will be compensated only for services performed before the specified date of termination.

◆ If the Sam Rayburn School District fails to appropriate funds or if funds are not otherwise made available for continued payment of any agreement resulting from this RFP, the agreement shall be canceled automatically as of the beginning of the fiscal period for which funds were not appropriated or otherwise made available. The Vendor will be compensated only for services performed before the specified date of termination.

Responding to the RFP

This RFP contains the instructions governing the proposals to be submitted and a description of the mandatory requirements. An Evaluation Committee will determine fulfillment of all proposal requirements of the RFP. Responses that do not meet all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed nonresponsive. Vendors shall promptly notify the SRISD of any inconsistency or error, which they may discover upon examination of this RFP. Interpretations, corrections, or changes made to the RFP in any other manner will not be binding, and the vendor shall not rely upon such interpretation, corrections, or changes. Addendum will be made by the SRISD. Addenda will be issued as expeditiously as possible via the District's web site at www.gcps.k12.fl.us. It is the vendor's responsibility to check the website and to determine whether all addenda have been received. Vendors requiring clarification or additional explanations of any section or sections contained in this RFP may contact: Wendy Keeton Sam Rayburn ISD 9363 E FM 273 Ivanhoe, TX 75447 903.664.2165 x 217 Wendy.keeton@srisd.org

Any major omission of required information or inaccurate information provided in the proposal may result in the Vendor considered being out of compliance with the RFP requirements. The Sam Rayburn School District may choose not to evaluate or disqualify any proposals that are difficult to read, are difficult to understand, are missing any required information. Any Vendor who submits a proposal agrees that:

- ~~The proposal is based upon developing and delivering the specifications and RFP items directly the responsibility of the Vendor.~~
- All materials submitted in response to this RFP become the property of the SRISD. and
- An individual authorized to legally submit the proposal must sign the proposal in ink. The proposal must detail all costs associated with providing the proposed services. The proposal must include a separate rate schedule or quote for each category of services being proposed. All costs for proposed services must be reflected in the cost submitted in

the proposal. There can be no additional line item costs or any additional charges above the price indicated on the proposal for each item.

Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support any and all equipment or services.

The Sam Rayburn School District anticipates that the proposal submission review and evaluation process for this RFP will take place according to the following general schedule: Schedule of Events:

The following is the required schedule of events for the RFP process. This schedule may change depending on the results of the responses and a final schedule will be established prior to contract with the successful vendor.

RFP Posting

<http://www.srisd.org/>

Proposal Submission Deadline

January, 30, 2015

Bid Opening(s)

Sam Rayburn School District

Contract Award Date

January 7th, 2014

Service Start Date

July 01, 2015

Service Completion Date

June 30, 2016

RFP Evaluation Methods

1. Vendor's overall performance will be based on available references, reliability, and vendor qualifications.
2. Vendor's performance history will be based on the last five years, including length of time reselling and installing the proposed products or services. Client certifications from prior installations with a minimum of three commercial, private, and/or educational references are required.
3. Vendors will be evaluated on their ability to meet all the requirements detailed in this RFP. (All components must be of a brand name such as 3-COM, CISCO, MICROSOFT, (Generic models are unacceptable)
4. Vendors will be evaluated on their ability to provide long-term support including but not limited to onsite support and application/instruction integration and support.

- . onsite support
- . application/instruction integration and support

5. Vendors will be evaluated on their ability to assume as a turnkey provider for, but not limited to, integration of services with existing infrastructure

- . Network engineering and design (Certified Services)
- . LAN/WAN management (Microsoft,)
- . Inside and outside cabling
- . Management/maintenance/service contracts

1. Vendors will be evaluated on their ability to coordinate and complete job within required timeframes. Vendor proposals will be evaluated to determine the most cost-effective opportunity for the SRISD. As required, price will be the primary factor, but will not be the sole factor in determining the vendor(s) or proposal(s) selected. Other relevant factors will include quality of proposal (including technical expertise and feasibility), vendor experience and credibility (including any past performance experience with the SRISD,); general technical expertise and excellence as well as technical expertise associated with the proposed solutions design; management capability (including project management experience, schedule compliance and implementation experience).

3. The Sam Rayburn School District reserves the right to accept or reject all proposals of sections thereof and when the rejection is in the best interest of the SRISD. The SRISD reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the Vendor can propose.

4. The SRISD reserves the right to reject any or all proposals, any part or parts thereof a proposal, waive any technicalities, increase or reduce quantities, make modifications to specifications, and award any or the entire contract in a manner that is in the best interest of the Sam Rayburn School District. Contracts will be awarded to the highest ranked Vendor determined to be in the best interest of the Sam Rayburn School District.

E-Rate accepted weighting of these factors will be used in evaluating bid responses. An example of such weighting is posted on the SLC's website www.sl.universalservice.org.

Award Notification

Notification of award and signature of contract will occur on or after Nov. 22, 2014. The selected Vendor(s) will begin the project as soon after the Sam Rayburn School District receives project authorization from the School Board of Sam Rayburn and funding commitments from the Universal Service Administrative Company, as well as, agreed upon start dates from the Director Technology and the Vendor(s).

RFP Memorandum of Understanding

To: Sam Rayburn Board of Education Vendor: _____

Name of Firm: _____ Mailing

Address _____

City, State, Zip Code Having carefully examined the request for proposal documents prepared by the Sam Rayburn Board of Education and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for unit prices and totals shown. The Undersigned agrees that the unit prices quoted on the Technology Specifications attached hereto shall govern in the event error in totals, and further agrees that, should quantities of items be changed prior to award of the Contract from the specifications, these unit prices will prevail for the revised schedule. It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing and, with all other local, state, federal laws, and that legal requirement has been violated in making or accepting this proposal, in awarding a contract to him or in the delivery of products. In submitting this proposal, it is understood that the right is reserved by the owner to reject any or all proposals and waive all informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of ninety (90) days from the opening thereof.

The Sam Rayburn School District is not liable for any cost incurred by the vendor in preparing a response to the RFP. Contact Wendy Keeton with questions.

Name of Bidding Vendor

Authorized Signature Date

Name/Title of Person Signing Address

City, State, Zip Code (Area Code) Telephone Number

NOTE: THIS CERTIFICATION MUST BE SIGNED AND RETURNED WITH YOUR BID IN ORDER FOR YOUR BID TO BE VALID.

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____ for

2. This sworn statement is submitted by

(Name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

3. My name is _____ and my relationship to the entity name above is

_____. Signature Date: _____ STATE OF _____ COUNTY OF _____ PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____, who, after first being sworn by me, [Name of individual signing] affixed his/her signature in the space provided above on this _____ day of _____, 20____.

NOTARY PUBLIC My commission expires:
