

MOJAVE UNIFIED SCHOOL DISTRICT

RFP of Bundled WAN and Internet Access

RFP Reference: WAN & ISP Services

Due Date: March 13, 2019 @ 12:00pm

In conformity with the FCC Schools and Library Division (SLD), "Universal Service Fund" (E-Rate funding) application process, Mojave Unified School District, here after referred to as "District", is seeking responses from qualified providers of Bundled Internet Access Services, for the 2019-2020 E-Rate Funding Year.

**Scope of Work**

The District is seeking proposals for Bundled WAN and Internet Access Services. The Service Provider will include in the proposal, all costs necessary to provide, construct, install, program, maintain, and monitor the services requested below. All maintenance cost associated with any on-site premise equipment, provided as an integral part of the Service Provider's proposed service, shall be their sole responsibility. Per the requirement of the E-Rate program, the services requested below shall at no point, now or in the future, become the property of the District. The successful bidder will include in their bid price, at a minimum, the following Bundled Internet Access Service(s):

1. The cost to provide Internet Access (Bandwidth). Bidder's price shall include the following:
  - a. The necessary physical connection from the Service Provider to the District, including but not limited to any/all one-time special construction cost(s), permits and licensing, and Service Provider's supplied on-site premise equipment, necessary to successfully transmit the requested service.
  - b. All cost necessary, including but not limited to "curb to demarcation", to deliver the requested service to the District's specified "Point of Demarcation" listed below:
  - c. Demarcation = MDF at 3500 Douglas Avenue, Mojave, CA 93501-1143.
  - d. The available bandwidth shall be a minimum of 1Gbps (or higher).
  - e. The service hand-off shall be directly to the District's supplied Local Area Network.
  - f. Internet access availability of 24 hours, 7 days a week, 365 days a year.
  - g. Route all District's TCP/IP data traffic from their network to the internet.
  - h. Service providers must maintain connections to multiple Tier 1 Internet Service providers.
  - i. Pricing for optional web filtering
  
2. The cost to provide the Wide Area Connection - WAN (Circuit). Bidder's price shall include the following:
  - a. The necessary physical connection from the Service Provider to the District, including but not limited to any/all one-time special construction cost(s), permits and licensing, and Service Provider's supplied on-site premise equipment, necessary to successfully transmit the requested service to all MDF's within the District.

- b. All cost necessary, including but not limited to “curb to demarcation”, to deliver the requested service to the District’s specified “Point of Demarcation” listed below:
  - \*Point of Demarcation = MDF at 3500 Douglas Avenue, Mojave, CA 93501.
  - \*Point of Demarcation = MDF at 15732 “O” Street, Mojave, CA 93501.
  - Point of Demarcation = MDF at 8567 Bolden Drive, California City, CA 93505.
  - \*Point of Demarcation = MDF at 9736 Redwood Blvd., California City, CA 93505.
  - Point of Demarcation = MDF at 9124 Catalpa Avenue, California City, CA 93505.
  - ^Point of Demarcation = MDF at 3200 Pat Avenue, Mojave, CA 93501.
  - \* = demarcation where 2 handoffs are desired.
  - ^ = demarcation NOT eligible for E-rate, and site shall be cost allocated out.
- c. The WAN connection shall be a minimum of 1Gbps (or higher).
  - i. Location demarcation where 2 handoffs are desired is Speeds of 2Gbps (or higher)
- d. Demarcation hand-off can be a single-mode LC fiber OR multi-mode LC fiber connection.
- e. Service Providers will provide and maintain all premise equipment necessary to provide the District with the specified handoff and type of service requested.
- f. Full Duplex operation (connection shall be bi-directional)
- g. The requested service shall allow the following Network Protocols:
  - \*All TCP/IP protocols
  - \*All Layer 1, Layer 2, and Layer 3 protocols.
- h. No other Service Provider’s customers will have any physical or logical access to the District’s traffic/VLAN.

No bid will be accepted from or a contract awarded to a bidder:

1. Who is not licensed in accordance with the law
2. Who does not hold a license qualifying them to perform work under this contract in the state of California
3. Who does not hold a valid Service Provider Identification Number (SPIN) and is in good standing with the FCC/USAC
4. Who has not successfully performed on projects of similar character and scope of the proposed work

**E-Rate Requirements**

The services requested in this RFP are dependent on funding from the E-Rate program. The District expects that each prospective bidder will make themselves thoroughly familiar with all applicable rules and regulations regarding the E-Rate program. For further information regarding the E-Rate Program please reference the Universal Service Administrative Company’s (USAC) Schools and Library Division (SLD) website: <http://www.universalservice.org/sl/>

All contracts entered into as a result of the Request for Proposal and the associated Form 470 will be contingent upon:

1. Funding approval by the SLD
2. Approved funded amount equal to the funding amount as requested on the Form 471
3. A valid Service Provider Identification Number (SPIN) consistent with the type of service requested in this RFP.
4. A certified Form 486 and a written "Notice to Proceed" from the District to initiate service.

Per the requirement of the E-Rate Program no billing and/or service may begin for this contract until July 1, 2019 and may not extend past June 30, 2022.

The District's percentage rate, as determined on the Form 471, will be the maximum that the Owner is liable for. The Service Provider will be responsible to invoice USAC for the balance, using the Service Provider Invoice method (SPI Form 474). Prior to invoicing USAC for services rendered on this project, Contract agrees to provide the District a copy of their USAC invoice to verify that the material has been delivered and accepted by the District before Contract bills USAC.

The District reserves the right to terminate any contract and/or agreement with the successful bidder, regardless of USAC's approval or denial of any funding that is requested as a result of this RFP.

#### **Bid Package Requirements**

It is mandatory that all prospective bidders wishing to provide a proposal for this project must submit their bid to:

#### **Mojave Unified School District**

**Attn: Cassie Hogan**  
**3500 Douglas Avenue**  
**Mojave, CA 93501**

Date and Time: **March 13, 2019** no later than **12:00pm**

The District shall also accept an electronic copy of the bidder's proposal via **Fax: 661-824-2686** or **Email: [cassiehogan@mojave.k12.ca.us](mailto:cassiehogan@mojave.k12.ca.us)**. It shall be the prospective bidder's sole responsibility to ensure the delivery and acceptance of any bid submission arising from this RFP.

All bid packages, hard or electronic copy, will bear the name of the bidder, the District name and RFP reference on the cover or "subject" line.

All inquiries regarding this RFP will be directed to Cassie Hogan at [cassiehogan@mojave.k12.ca.us](mailto:cassiehogan@mojave.k12.ca.us). The deadline for all questions regarding this RFP will be seven (7) calendar days prior to bid date.

To receive the highest consideration by the District, each bidder will provide, at minimum, the following in their RFP response:

1. **Proposal Narrative** – The bidder will include their proposal a written narrative, detailing the means, methods, and transport mediums, of the proposed service offering. The Proposal Narrative shall **not** exceed **10** pages (page limit excludes RFP Forms and/or copies of the bidder’s contracts and service level agreements). The proposal narrative shall include at a minimum:
  - a. A brief description of the bidder, their history in the market place and with the E-Rate Program.
  - b. A single line drawing and depicting the proposed service.
  - c. An implementation plan, including a project schedule, for the successful delivery to the proposed service offering to the District.
  - d. A description of the bidder’s billing process, including those related to the E-Rate program.
  - e. A description, if applicable, of the “District Supplied” equipment and/or facilities, required by the bidder for the successful implementation of their proposed service offering, i.e. Power, Environmental Control, Facilities upgrades, and/or Equipment Mounting Space requirements.
  - f. A statement, if applicable, that clearly address any conflict or inability on the part of the bidder to meet the specified service and/or terms and conditions specified in this document.
2. **Price Evaluation Form** – The bidder shall provide their price on the provided “Price Evaluation Form”. If the bidder wishes to propose “Alternate” pricing and/or product options, they may do so only in additional to supplying a “Price Evaluation Form” for the requested service. Any “alternate” pricing and/or product options will be provided on the “Alternate Price Evaluation Form” provided.
3. **Service Agreement** – The bidder will include two (2) signed and dated copies of their multi-year Service Agreement (contract and service level agreement) with their bid proposal. Once all proposals have been received, and evaluated, the District will sign, date, and return the successful bidder’s agreement(s). See “Contract Requirements” section below for a detailed description of the requested Service Agreement.

### **Contract Requirements**

The District intends to use the Service Provider’s supplied Service Agreement to formalize any contractual relationship that results from this Request for Proposal. However, the Service Provider supplied agreement must include all the provisions mentioned in this RFP for the Service Provider’s proposal to be considered responsive.

1. Terms and Conditions – The District would like to receive proposals that are based upon a Three(3) year contract term with Two(2) possible one-year extensions. The initial Three (3) year contract term shall start: July 1, 2019, and end: June 30, 2022. The District reserves the option to extend this contract until June 30, 2024, not to exceed a total of Five (5) contract years. An extension option must be mutually acceptable to both parties. Any request for an acceptance of an extension shall be in written extending the length of contract, please provide this option as part of your RFP

2. Service “Growth Clause” – The District would like to receive proposals with “Growth Service Clause” options during the contract term. The service provider shall include a “growth clause” with maximum charges per month. The “growth clause” shall not require a change in contract terms. The “growth clause” shall include a price for all existing service types plus any additional services of the same type/speeds/bandwidth or higher.
3. Service Level Agreement (SLA) – The Service Provider shall provide the District with a Service Level Agreement (SLA) in conformance to standard industry requirements. The SLA shall, at a minimum, ensure that the following Operation and Maintenance objectives are met:
  - \* Network Availability – 99.99%
  - \* Packet Delivery Rate – 99.99%
  - \* Mean Time to Repair 4 Hours, end-to-end, including local loop

### **Bid Evaluation Criteria**

The District will evaluate and select the winning bid based on the following criteria:

1. Price – The price of eligible goods and services will be the highest weighted factor. The District will be evaluating price based on the eligible monthly and eligible “one-time” costs.
2. Other Cost Factors – The District will evaluate the other cost factors based on, but not limited to, the cost of service for “ineligible” goods and services, the cost of early termination for existing contract(s), any additional costs incurred by the District of the start of the proposed service.
3. Accuracy of Bid Response – The District will evaluate the prospective bidder’s response for, but not limited to, completeness of bid package, terms and conditions of Service Agreement, amendments and/or exceptions to the requested service.
4. Experience – The District will evaluate prospective bidder’s experience based on, but not limited to, the bidder’s ability to successfully provide the requested service, prior history with the District, and the quality of the respondent’s List of References.
5. Qualifications – The District will evaluate the prospective bidder’s qualifications based on, but not limited to, technical expertise, the number of projects successfully completed by the bidder providing the same type and scope of the requested services.

### **Vendor Selection/Contract Award**

The District reserves the right to make the award to the bidder who submits the proposal, which meets the requirements, set forth herein and best meets the needs of the District after taking into consideration all of the aforementioned factors. The District also reserves the right to select portions of a proposal, or to reject any and all proposals.

### **Right to Reject Any and All Quotes**

The governing board of the District reserves the right to accept or reject any or all RFP’s in whole or in part/or waive any irregularity in any proposal received. The District shall be the sole judge of the competency and responsibility of the Contractors. The submission of a bid by the Vendor is an acknowledgement of this right.

**MOJAVE UNIFIED SCHOOL DISTRICT  
PRICE EVALUATION FORM**

**PROJECT NAME:** Bundled Internet Access  
**RFP Reference:** WAN & ISP Services

The District shall use the price(s) shown below to determine the Bidder's evaluation score for all "Cost" related evaluation criteria.

**Instructions**

1. Bidders shall provide a line item price for the "Recurring Price", and if applicable the "One-Time Price" for each of the site(s) listed below,
2. Bidder shall provide a description and line item price for any "Additional" price elements that are not included in the "Recurring Price" and "One-Time Price" totals that are included in the Service Provider's bid.

**Recurring Price**

Service	Speed	Monthly Recurring Price	Contract Term (Months)		"Recurring Price" Total	
Internet Access (Bandwidth)		\$	X		=	\$
WAN Connection (Circuit)		\$	X		=	\$
		\$	X		=	\$
<b>"Recurring Price" Sub-Total</b>						\$

**One-Time Price**

Service	Description	"One-Time Price" Total
Internet Access (Bandwidth)		\$
WAN Connection (Circuit)		\$
		\$
<b>"One-Time Price" Sub-Total</b>		\$

**Additional (including "Growth Clause")**

Service	Description	Total
Internet Access (Bandwidth)		\$
WAN Connection (Circuit)		\$
		\$
<b>"Additional" Price Sub-Total</b>		\$

Bidder's Name \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name/Title \_\_\_\_\_

**MOJAVE UNIFIED SCHOOL DISTRICT  
ALTERNATE PRICE EVALUATION FORM**

**PROJECT NAME:** Bundled Internet Access

**RFP Reference:** WAN & ISP Services

**Alternate Price Description:** \_\_\_\_\_

**Recurring Price**

Service	Speed	Monthly Recurring Price	Contract Term (Months)	"Recurring Price" Total	
Internet Access (Bandwidth)		\$	X	=	\$
WAN Connection (Circuit)		\$	X	=	\$
		\$	X	=	\$
<b>"Recurring Price" Sub-Total</b>					\$

**One-Time Price**

Service	Description	"One-Time Price" Total
Internet Access (Bandwidth)		\$
WAN Connection (Circuit)		\$
		\$
<b>"One-Time Price" Sub-Total</b>		\$

**Additional (including "Growth Clause")**

Service	Description	Total
Internet Access (Bandwidth)		\$
WAN Connection (Circuit)		\$
		\$
<b>"Additional" Price Sub-Total</b>		\$

Bidder's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name/Title \_\_\_\_\_