

SNAKE RIVER SCHOOL DISTRICT #52
District Office
103 S 900 W Blackfoot, Idaho 83221

REQUEST FOR PROPOSAL
K12-Int-1819
Category I Managed Internet Service

I. GENERAL INFORMATION

The Snake River School District is requesting proposals from Internet Technology companies to manage our District-Wide Internet Access.

To be considered, three (3) written copies of a proposal must be received by the Board Clerk, Terisa Coombs at 103 S 900 W Blackfoot, Idaho 83221 by 4:00 p.m. on Thursday, March 15 2018.

If it is in the best interest of the Snake River School District (District) may request additional information or clarification from Providers responding to this Request for Proposal (RFP) or to allow for corrections of errors or omissions. At the discretion of the District, Providers submitting proposals may be requested to make oral presentation as part of the evaluation process.

Submission of a proposal indicates acceptance by the Provider of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal submitted and confirmed in the contract between the District and the Provider selected.

It is anticipated the selection of the Provider will be completed Monday, March 19 2018. Following notification of the selected Provider a contract will be executed between both parties no later than Tuesday, March 20 2018.

Inquiries concerning this RFP may be made to

Snake River School District
Attention: Steve Schellenberg
103 S 900 W
Blackfoot, Idaho 83221
<mailto:schestev@snakeriver.org>
208-684-3001 phone
208-681-9593 cell
208-684-3003 fax

II. NATURE OF SERVICES REQUIRED

a. Scope of Work to be Performed

- i.** Leverage Erate Category I funding to provide Managed Internet Service for the District.
- ii.** The Provider will provide and maintain all necessary equipment.
- iii.** Provider will supply connectivity at a minimum of 1000Mbps, connecting into the District’s existing network infrastructure located at:
 - 1.** Snake River High School 922 W Hwy 39, Blackfoot, Idaho 83221
 - 2.** Currently all district traffic aggregates and egresses at the high school through 1ea 200Mbps Fiber Optics managed by Education Network of America (ENA) and 1ea 200Mbps through licensed microwave managed by TekHut.
- iv.** Total bandwidth must be scalable to adjust for more or less internet usage.
- v.** Provider must deliver all billings to clearly show Erate eligible goods and services while breaking out and listing all non-eligible components.

b. Standards

The selected Provider will comply with state and local building codes as well as best practice IEEE 802 standards for installation and configuration of any components and service.

III. DESCRIPTION OF REQUESTING ENTITY

a. Snake River School District is a K-12 district consisting of

- i.** Four (4) Elementary Schools
- ii.** One (1) Middle School
- iii.** One (1) High School
- iv.** One (1) District Office

All buildings are on separate campuses with the exception of the High School and Middle School.

b. Student Enrollment – 1,775

c. Computer population comprised of desktops, tablets, and chromebooks – 2,500

IV. TIME REQUIREMENTS

a. Proposal Calendar

The following is a list of key dates up to and including the date proposals are required to be submitted

RFP ISSUED ----- February 15, 2018

DUE DATE FOR PROPOSALS ----- March 15, 2018 4:00 p.m.

b. Notification and Contract Dates

SELECTED PROVIDER NOTIFICATION --- March 19, 2018

CONTRACT AWARD DATE ----- March 22, 2018

c. Date Work May Commence

Unless otherwise stated in writing by the District, work may begin at any time agreed upon after notification of an Erate Funding Commitment.

- d. Cutover to new service must be no later than August 3, 2018.

V. PROPOSAL REQUIREMENTS

a. General

While additional data may be presented, responses to Section V must be included. Section V contains the criteria that will be used to evaluate and score each Provider's submission.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy each part of the proposal requirements of this RFP.

- i. Submission – information and details about the company, format of the submission, additional supporting documents, and instructions.
- ii. Technical – the technical proposal should demonstrate the qualification of the Provider to provide the services requested. There should be no dollar units, or total cost, included in the technical proposal document.
- iii. Sealed Dollar-Cost Bid –
- iv. Clauses

b. Submission

- i. Independence – Provider shall produce an affirmative statement that it is independent of the District. If applicable, Provider should list and describe firm's professional relationship involving the District or any of its agencies for the past five (5) years together with a statement explaining why such a relationship does not constitute a conflict of interest relative to performing the requested services.
- ii. License to Practice in Idaho – include an affirmative statement indicating the Provider is properly licensed to practice in Idaho.
- iii. Provider Qualifications and Experience – The proposal should state the size of the company, staff, location of the office from which work on this project is to be performed and the geographical area this office covers.
- iv. Past Violations and or Disciplinary Actions – Provider shall include information on circumstances and status of any disciplinary action taken or pending against the Provider during the past five (5) years with state regulatory bodies or professional organizations, including violations resulting in denial of Erate funding.
- v. Similar Contracts with Other Government Entities – List the most significant engagements (maximum 5) performed in the last five (5) years that are similar in scope to the project described in this RFP. We are specifically looking for projects involving school districts using erate funding. Indicate the scope of work, dates, and the name and telephone number of the principal client contact.
- vi. Specify Installation & Management Approach – the proposal should set forth a work plan, including a timeline of when the work will be

performed with a firm date of completions and how the Provider intends to manage the services for the life of the contract.

vii. Identification of Potential Problems/Delays – the proposal should identify and describe any potential problems or delays in implementing and managing requested services. How will Provider resolve or address any identified issues. Include any special assistance or accommodations the District may be requested to provide.

viii. Provider must list USAC SPIN number

c. Technical

i. Service Requested – Managed Internet Service, 1,000Mbps circuit

ii. Service Level Objectives

1. Network Availability 99.9%

2. Packet Delivery Rate 99.95

3. Network Latency 10ms average round trip to ISP

4. When an outage has been identified and or reported, four (4) hours (including local loop) to restore service. An outage is defined as the period of time the District cannot access the internet due to a fault directly attributable to the Provider, but is not inclusive of planned outages.

iii. Provider will monitor all equipment provided for internet as a service and contact the designated district contact within 30 minutes of an outage via text/phone/email as determined prior by the District.

iv. Provider is expected to maintain all equipment provided for internet as a service including any equipment co-hosted on the premises of the District. Provider owned equipment will be clearly identified as such with name, toll free contact number and circuit ID.

Provider may, at its own discretion, install an Uninterruptable Power Supply (UPS) as temporary backup for Provider's equipment during an outage of premise power. UPS must be rack mountable.

v. Provider will ensure network availability is met to the District during the Period of Prime Usage. Period of Prime Usage is defined as

1. Monday thru Thursday

2. 7:00 a.m. to 8:00 p.m.

3. Weekends and Holidays do not apply

vi. System maintenance of service or equipment must be scheduled and coordinated with District with sufficient lead time to plan for outages. Wherever possible, all outages/down time for maintenance will be scheduled to occur during hours outside of Period of Prime Usage.

d. Sealed Dollar-Cost Bid

i. Total must be All Inclusive, Maximum Price. The sealed dollar cost bid should contain all pricing information relative to performing the installation and the managed service as described in this RFP.

- ii. The all-inclusive maximum price to be bid must contain and identify all direct and indirect costs including any out-of-pocket expenses.
- iii. The District will not be responsible for expenses incurred in preparing or submitting the Proposal or Sealed Dollar Cost bid.
- iv. The Sealed Dollar Cost Bid sheet should include the following
 - 1. Name of Firm
 - 2. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District.
 - 3. A fixed price detailing installation and service costs each year for the next three (3) fiscal years, 2018, 2019, and 2020. The District's fiscal year begins 1 July thru 30 June.

e. Clauses

- i. Upon acceptance of a signed proposal, the District and winning Provider will enter into a contract for the first of three (3) years of service beginning July 1, 2018 thru June 30, 2019.

It is understood the District is subject to the terms of Non-Appropriation Clause. State rules require the school board to not encumber debt for future school boards. It is the intent of the District to enter into and honor a multi-year contract. However, the contract must contain a no-cost-to-the-District-opt-out clause.

The contract will be reviewed annually and approved by the Board of Trustees to continue another year of service unless the District is unable to fund the contract agreement. If funding is not available, the District is legally bound to opt out of the contract at no cost to the District.

- ii. If the District does not qualify or receive Erate funding commitment, the contract becomes null and void of any obligations, penalties, or fees.

VI. EVALUATION PROCEDURE

- a. Evaluation Committee – Proposals submitted will be evaluated by a committee consisting of the Superintendent (or designee), Technology Director, and one member of the District's Tech Committee.
- b. Evaluation of Proposals
 - i. Each member of the committee will independently review and evaluate the entire proposal for clarity, ease of understanding, and relevance to the published RFP.

- ii. Each committee member will then review, evaluate, and score the proposal using criteria identified in the following rubric.

<u>Criteria</u>	<u>Point Range</u>
Total Cost	0-40
Section V-b	0-19
Section V-c	0-19
Section V-d	0-19
Section VI-b-i	0-3
MAXIMUM POINTS	0-100

- iii. Cost will carry the most weight in scoring.
 - iv. If it is determined during the evaluation and scoring process to be in the best interest of the District, the committee may request any Provider submitting a proposal in response to this RFP to make a final revision to their submission and or offer up a Best and Final Offer.
 - v. Points will be totaled and the Provider with the highest score will be notified on or about March 19, 2018. The scoring results and recommendation for award will then be submitted to the Board of Trustees for approval.
 - vi. Once approved, a contract will be executed and signed no later than March 22, 2018.
- c. **The District reserves the right without prejudice to reject any and all proposals.**