

**Districtwide Fiber Optic Wide Area Network Services**  
Project: BUSD-2018-2019-LIT\_Fiber

**Request for Proposal**

For

**Districtwide Fiber Optic Wide Area Network Services**  
**Project: BUSD-2018-2019-LIT\_Fiber**

Banning Unified School District  
Mr. Robert Guillen, Superintendent  
161 West Williams, Banning, CA 92220

Information Technology Department  
Mac Patel, Director of Information Technology  
161 West Williams, Banning, CA 92220  
Telephone: (951) 922 - 2705; Facsimile: (951) 922-4081

**June 28.2018**

## A. Overview

Banning Unified School District of California is requesting bid proposals from qualified vendors to provide a districtwide high-speed leased lit Wide Area Network Services to meet present and future network demands through developing a flexible infrastructure to provide for both educational and administrative needs.

BUSD seeks a lit fiber optic network services to connect all sites with the District's data center(s). The District is seeking 10 Gbps minimum WAN to each school, with the option to expand up to 20 by the end of the contract. The District prefers current hub-and-spoke design, but is willing to accept alternate designs in response to this RFP. In addition, the District is also seeking 10 Gbps leased fiber connectivity to Riverside County of Education's Riverside and Indio Location. Pricing for Indio location will be reflected as an optional solution.

All parts of this RFP will be posted on the BUSD Technology Department web site at:

<http://www.banning.k12.ca.us/District-Departments/Information-Technology/index.html>

The following Exhibits are attached to the following proposal:

EXHIBIT 1 – Pricing Worksheet

Proposals wishing consideration should be submitted per the date and time shown below. Proposals MUST be submitted via E-Mail to: [m Patel@banning.k12.ca.us](mailto:m Patel@banning.k12.ca.us).

Proposal Issued:	Thursday, June 28, 2018
Advertisement	Thursday, June 28, 2018
Last day for Questions	Thursday, July 29, 2018
RFP Due Date	<b>Friday September 7, 2018, 11AM</b>

It is the respondent's responsibility to verify the receipt of the proposal.

Email is limited to 20MB in size. In the event the response file size is too large, it can be broken up into multiple Emails numbered 1 of X 2 of X, etc. All materials submitted must be in electronic format.

## B. Request for Information

Questions should be sent to the above email address by July 29<sup>th</sup>, 2018. Answers will be posted on the BUSD website under <http://www.banning.k12.ca.us/District-Departments/Information-Technology/index.html>

Bidder's Conference. No Bidder's conference has been scheduled.

## C. E-Rate Supplemental Terms and Conditions

- The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.
- The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-Rate.
- The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program

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- Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/providers/step01/>
- Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)
- NO billing can take place before July 1, 2019 of the associated funding year.
- Prices must be held firm for the duration of the associated E-Rate Funding Year(s) or until all work associated with the project is complete (including any USAC approved extensions).
- The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). Should the District, at the time of project implementation, decide that it is in the best interest of the District to file a Form 472; the District will inform the Service Provider of its intention.
- Even after award of contract(s), the District may or may not proceed with the project, in whole or in part, even in the event E-rate funding is approved. Execution of the project, in part or in whole, is solely at the discretion of the District.
- In the event of questions during the E-rate audit process, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- No change in the products and/or services specified in this document orders will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitution.
- The Service Provider may not commence billing until after products and services are delivered.
- This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The Contractor/service Provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.
- The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing the USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>
- Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>
- The awarded Contractor/Service Provider shall be responsible for invoicing USAC's Schools and Libraries Division (SLD) for the funded amount on Block 5 of the associated FCC Form 471, which will be filed on an annual basis.

- Additional terms and conditions are delineated in the specifications referenced in the Form 470(s)
- The District reserves the right to deny any or all quotations associated with a particular Form 470, even with USAC funding approval. The District reserves the right to accept the pricing quotations solely dependent upon USAC approval.

#### D. Administrative Requirements

- **Basis for Award.** BUSD will award a contract to the Bidder(s) whose response, in BUSD's sole judgment, represents the best value considering BUSD needs with the lowest price considered as the primary factor, but also including technical issues and other factors. BUSD may waive any immaterial deviation in a proposal.
- **Awards.** BUSD may make more than one award or may make no award as a result of this RFP. The decision to make no award, to make one award, or to make more than one award is final. Vendor costs. BUSD shall assume no responsibility for vendor costs incurred in developing a proposal.
- **Rejection of proposals.** BUSD may reject proposals if conditional or incomplete.
- **Ownership of Proposals.** All proposals become the property of BUSD. BUSD reserves the right to make use of any information or ideas contained in the proposals.
- **Confidential material.** Bidder must notify BUSD of any specific portions of proposals considered confidential. BUSD will take reasonable efforts to protect the confidentiality of such material but makes no guarantees that such material may be protected. Entire proposals designated as confidential may be rejected.
- **Pricing.** Bidders must propose costs for equipment, licensing, maintenance and support options for the equipment listed in Exhibit 1 including sales tax where applicable. Pricing must be expressed in undiscounted rates to BUSD, and should specifically not include Federal E-rate discounts.
- No change orders will be allowed for the work resulting from this posting.
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- The Service Provider is required to send copies of all forms and invoices to the Applicant prior to invoicing the SLD.

#### E. Specific Bid Information

Bidders must respond to all required items. Incomplete bids are subject to rejection

- **Federal and State discounts** - All respondents shall provide their current E-rate SPIN for Internal Connections to BUSD as part of the response. Additionally, all selected Bidders must comply with all E-rate program regulations, including any E-rate requirements to maintain viability as a Bidder, such as, but not limited to, maintaining a current Service Provider Annual Certification Form 473 (SPAC). Failure to comply is grounds for cancellation of any contract issued pursuant to this RFP.
- **Pricing** - Bidders must propose costs for equipment, licensing, and maintenance and support options including sales tax where applicable. Pricing must be expressed in undiscounted rates to BUSD, and should specifically not include Federal E-rate discounts.

#### F. Selection Criteria

Acceptance and/or Rejection of Proposals. The Dept of Information Technology at Banning Unified School District may reject any and/or all proposals and waive any formalities in the proposals. The Dept of Information Technology at Banning Unified School District intends to award the RFP by means of the proposals submitted by the vendor(s) offering the best value to Banning USD according to the selection criteria established by the Banning USD and set forth in the Instructions to the vendors. In determining to whom to award the RFP, Banning USD may consider all relevant factors and circumstances which the law allows to be considered.

Selection criteria for all proposals will initially be reviewed for completeness and adherence to the specified format. Incomplete proposals will not receive consideration unless specified by Banning

Unified School District. Banning USD will evaluate all RFPs using a weighted matrix for the final selection process. Banning USD also reserves the right to bring top candidates in for interviews and/or project demonstrations.

<b>Eligible Price/Charge</b>	<b>40%</b>
<b>Technical Solution</b>	<b>25%</b>
<b>Previous Experience with District</b>	<b>10%</b>
<b>Timeline to implementation</b>	<b>10%</b>
<b>K12 Experience</b>	<b>10%</b>
<b>References</b>	<b>5%</b>

**INTERVIEWS:**

As part of the technical evaluation, the district reserves the right to conduct an interview on the technical capabilities with members of a bidder's team.

**SELECTION:**

Selection of qualified firm(s) will be based on the criteria listed above as well as quality and completeness of submitted proposal, understanding of objectives, project approach, experience and expertise with public agencies and similar types of efforts, current and past performance as evidenced by current/former clients and references. Additional questions may be asked of firms and interviews may be conducted. Firms awarded contracts will be expected to sign the District's Agreement for Services

**G. Summary of Work and Services to Be Provided**

Respondents to this RFP must include sufficient evidence to document the firm's capability to perform.

BUSD intends to procure a high-speed leased lit fiber Wide Area Network (WAN) to service the District facilities. The topology is such that the Data Center is located at 161 W. Williams St; Banning; CA 92220 is the primary providers for District applications, services, and Internet access. The IP routing (Layer 3) architecture will be deployed and managed by District IT staff.

1. **Wide Area Network:** A minimum 10 Gbps scalable to 20 Gbps full duplex fiber optic connectivity from the Data Center to each school site. In addition, the District is also seeking 10 Gbps leased fiber connectivity to Riverside County of Education's Riverside and Indio Location. Pricing for Indio location will be reflected as an optional solution. All Sites are listed in Attachment A.
2. The MPOE for each site, the District Data Centers, and the District Office shall be determined by the District. All cost proposals must include pricing to install services to the MPOE, Demarcation point, and the location of network equipment at each site. Fiber will terminate at each location to a vendor provided LC connection patch panel handoff.
3. The topology is such that the Data Center located at 161 W. Williams St, Banning, CA 92220 is the primary aggregate point and all services must be capable of delivery to each site, service delivery maybe delivered at the design of the service provider as long as minimum specified bandwidth is delivered. The District is open to other configurations.
4. The proposal must include the installation (one time) costs and monthly (ongoing) costs for all connections and sites.
5. An uptime of 99.95% or better shall be provided on a 24-hour basis average over a 7 day period.
6. The circuits shall be capable of carrying multiple data services such as computer networks, voice over IP, digital video, and similar.
7. All equipment necessary for this connectivity shall be provided with no option of transfer of ownership to the District.

8. Service should account for growth including, but not limited to, increases or decreases in service and/or additions of locations, as determined necessary by the District as well as the option for removal of sites due to closures or re-organization requirements as deemed necessary by the District.
9. All vendor installed equipment shall be under repair maintenance at no cost to the District for the contract duration.
10. Services will begin upon receipt of the Funding Commitment decision letter from the Universal Service Administrative Company, Schools and Libraries (E-Rate) Division on or after July 1, 2019.
11. The District reserves the option to terminate the service, without penalty and full expectation of refund of any and all proceeds paid prior to the date of termination of contract or services for balance of services not rendered, if the District is dissatisfied with the service.
12. Even after award of contract(s), the District may or may not proceed with the project, in whole or in part, even in the event E-rate funding is approved. Execution of the project, in part or in whole, is solely at the discretion of District.

#### **H. Proposal Plus Fee Schedule**

Proposer is requested to submit a proposal to furnish all of the labor, materials, and other related items required for the performance of the contract resulting from this RFP, on a fully-burdened labor rate basis. Be as thorough and specific as possible as this may form the basis of any contract for services that may be presented by the District. Proposal and Fee Schedule Worksheets have been included to assist Proposer's with this information, and are included as Exhibit A at the end of this RFP. It is the intent of the District to award a contract(s) for either a leased fiber solution or dark fiber solution; however, not both solutions combined.

Include one-time and monthly recurring costs, including all applicable taxes and surcharges for:

- Leased Fiber: 10 Gbps configuration for all sites
  - Leased Fiber: 20 Gbps configuration for all sites
1. Include and list any one-time costs, for items such as, but not limited to, special construction, set-up, installation, etc.
  2. Include and list any monthly (ongoing) costs.
  3. Proposers shall include a Fee Schedule list for any work or services not specifically stated in this RFP to assist the District with future budgeting needs. All cost proposals must include pricing to install services to the MPOE and Demarcation point. Proposal costs and fees should reflect the following scenarios: The District's intent is to award an initial two (2) year contract; with three (3) optional annual renewal terms; however, please fully include fully burdened price proposals on an annual basis for a potential maximum contract of five (5) years.
  4. By submitting qualifications and a proposal, the awarded contractor agrees that it is willing to provide such contract extensions under these terms if requested by the District, at the District's sole discretion.
  5. Future contracts and/or renewals will be at the sole discretion of the District.

#### **I. Proposal Format and Required Information**

Firms responding to this RFP must follow the format below and include responses to all questions. Submitted materials must be in 8-1/2 x 11 inch PDF format. Proposals should be organized by section as described below and limited to fourteen (14) pages total, single-sided as described below. Do not exceed page limits. You may include a link to your firm's Web site to reference supplemental or additional information. Proposals are to be emailed to [mpatel@banning.k12.ca.us](mailto:mpatel@banning.k12.ca.us).

<i>Section</i>	<i>Pages</i>	<i>Notes</i>
Cover Letter	1	
Relevant Qualifications and Experience	3	
Project Team	2	
Project Timeline and CutOver Plan	2	
Reference List	1	
Litigation/Insurance Claims History	1	One page sufficient to explain any claims history
Service Information	1	No more than one page total
Letters of Recommendation	3	No more than three pages total
Fees/Service Schedule		Attachment 'A' must be completed for services proposed

**J. Proposal Components**

1. Cover Letter:

- Brief statement of interest and summary of relevant qualifications to engage in a professional partnership with Tustin Unified School District.
- The following statements:
  - “[Firm Name] received a copy of the District’s Independent Consultant Special Services Agreement for services used by Banning Unified School District, including the indemnity provisions and professional liability insurance provisions contained therein. If given the opportunity to work with the District, [Firm’s Name] has no substantive objections to the use of this agreement.”
  - “I certify that I have read the attached RFP and accompanying instructions and that I am authorized to commit the firm to the proposal submitted.”
- The following information:
  - Firm Name
  - Address
  - Contact Person
  - Phone Number
  - Email Address
  - Year firm was established
  - Number of employees

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- Website
- Signature of principal
- Corporate Seal (if applicable)
- Service Provider Identification Number (SPIN)
- Minimum five (5) or more years' experience performing the work requested. Experience must include work with public schools.
- Sufficient resources both fiscal and personnel to complete the required project.

2. Relevant Qualifications and Experience:

Provide relevant information regarding completion of three (3) similar California public school K-12 projects and experience performed by the firm in the last three (3) years. Include role of firm or individuals in project completion.

Provide the following for each project sited:

- a. Project name
- b. District/Location
- c. Description of project or service
- d. District/owner contact (Name & Phone number)
- e. Total project cost and/or contract amount (specify)
- f. Beginning and end dates of project or service
- g. Main program elements (if applicable)

3. Project Team:

Identify key team members and state their relevant qualifications and biographical information for providing services identified in the Scope of Services section. This should include highly qualified staff with education, experience and knowledge of the disciplines and fields required by this work. This includes excellent interpersonal and communication skills. The lead person proposed for the District's engagement should have a minimum of three (3) recent years of experience with public school projects of this nature. Be specific and brief; no more than one-half page per team member.

4. Project Timeline and Cutover Plan:

Indicate, from the date of notice to precede, the number of calendar days required to deliver full service to all locations in scope of RFP. Outline project milestones with associated expected timeframe.

5. Reference List:

Provide a list of references from the past three (3) years for services similar in scope to this proposal. Include a minimum of three (3) educational client references. List must include the following information for each contact:

- a. Client name
- b. Address
- c. Contact name and telephone number
- d. Dates of service
- e. Description of service
- f. Contract amount

6. Reference List:



List any and all litigation and/or claims in the past five years, filed either by an owner, owner's consultant, representative, or third party, which names the firm, firm's employees, firm's consultants, engineers, or consultant's employees as defendants of any tier. State the nature of the complaint or claim, beginning and/or anticipated end date, case number, and the judgment/resolution or anticipated judgment/resolution.

7. Service Information

The proposer should answer or confirm each question or comment below.

- Proposer must be able to guarantee network availability at least 99.5% of the time in a calendar month, and packet delivery of 99.5% or greater, except for outages caused by the customer's equipment, fiber cuts by third parties, acts of God, or other Force Majeure events.
- Does your company monitor all telecommunication services 24 hours per day, seven days per week, and 365 days per year?
- Is your company able to provide, at no additional charge, immediate notification to BUSD network department representative of any and all telecommunications service outages or anomalies which affect the use of the service to BUSD?
- Please provide the process for BUSD to report any problems with the facilities, circuits, network or telecommunications services including the minimum response time.
- Provide details regarding your company's service center, including, but not limited to, staffing experience, process and priority service.
- Your company will provide a non-performance policy with BUSD which provides BUSD a monthly credit equal to two times the monthly rate multiplied by the percentage of monthly outage to any site within BUSD, when such faults, outages or anomalies are due to the oversight neglect or unreliability of your company's services.
- Does your company maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission of the United States of America?
- Does your company agree that BUSD can reserve the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered?

8. Letters of Recommendation:

Include no more than three (3) letters of recommendation from school districts within the last year.

9. Fees and Service Schedule

Use Attachment 'A' to submit a proposal for all labor, materials and other related items required for performance of the contract resulting from this RFP on a labor rate basis. Be as thorough and specific as possible as this will form the basis of any contract for services that will be presented by the District.