

Del Mar Union School District



Request for Proposals # 11-02

For

Metro Ethernet Services

December 16, 2011

www.dmusd.org



Del Mar Union School District

REQUEST FOR PROPOSAL
Metro Ethernet
RFP 11-02
Form 470 # 467740000929970

Overview

1. **Introduction:** Del Mar Union School District is located in north San Diego County, CA. School facilities consist of eight school locations, a Maintenance and Operations facility, and District office. Enrollment is approximately 4400 students. Del Mar Union School District is part of San Diego County Office of Education Schools.
2. **Purpose of RFP:** The District is looking for bid proposals for Metro Ethernet Services.
3. **Tentative schedule of RFP events are as follows:**

RFP Released E-Rate Form 470 Advertised	December 16, 2011
Optional Site Walk Thru	December 21, 2011
Deadline for Vendor Questions	January 5, 2012
Proposal Due Date/Bid Opening	January 17, 2012
Board Approval	January 25, 2012
Contract Signed	January 26, 2012
E-Rate 471 Completed	January 26, 2012
Services Beginning	July 1, 2012
Services Ending	June 30, 2015

4. **General Specifications and Instructions to Bidders:**

- a. A paper copy of this document, including any addendums, may be obtained by request from:

Brenda Heskett, Business Services Coordinator
Del Mar Union School District
11232 El Camino Real
San Diego, CA 92130
858.755.9301 ex 3691 v
858.755.4361 f
bhaskett@dmusd.org

- b. An electronic copy of this document, including any addendums, may be obtained at the following website:

<http://district.dmusd.org/pages/departments/business-services/2698>

Requirements

1. **RFP submission requirements:** Submit two full RFP responses (one hardcopy and one electronic copy) by January 17, 2012 no later than 11:00 am (indicate ***RFP #11-02 Metro Ethernet*** on outside of envelope) to the following address:

Brenda Heskett, Business Service Coordinator
Del Mar Union School District
11232 El Camino Real
San Diego, CA 92130
(858) 755-9301 ext. 3691 (voice)
(858) 755-4361 (fax)
bheskett@dmusd.org

All questions or inquiries concerning this Request for Proposal must be submitted to the e-mail address provided above no later than January 5, 2012. Responses will be sent to all interested proposers, as well as posted on the District website. Verbal responses to any inquiry cannot be relied upon, and are not binding on either party.

2. For submitting a complete RFP, Contractor's Qualifications and Insurance/Warranties should include:
 - a. Description of company's services, organization structure, and experience.
 - b. Name, qualifications, and location of individuals (if applicable) who will support the contract.
 - c. Identification of financial stability to supply, install, and support the services specified.
3. Costs/Prices
 - a. Each bid submitted must include vendor name, address, and their Service Provider Identification Number (***SPIN***) associated with the Schools and Libraries Division of the Universal Service Administration Company.
 - b. Bidders must provide annual costs to provide Metro Ethernet services for the district. All services to be provided must be itemized in detail, and E-Rate eligible and non-eligible items and costs must be separated.

For a list of eligible items see: <http://www.usac.org/sl/tools/eligible-services-list.aspx>

- c. Signature of the individual who is legally authorized to make the product, service, performance, and pricing commitments in the response to the Request for Proposal.
- d. Authorization: Submitted RFP responses must be signed in ink by an individual authorized to legally bind the entity submitting the proposal.
- e. Include any Certificates of Compliance (containing any statutory compliance programs, i.e., Employee Equal Opportunity and Affirmative Action, Statement of Intent to Pay Prevailing Wage, etc.)

Rules/Conditions for modifications, withdrawal or cancellation

1. Selection process: All RFP responses submitted by due date will be reviewed by the Technology Director along with a selection committee.
2. The Del Mar Union School District reserves the right to reject any and all bids in part, or in total.
3. Contractor Responsibilities: If RFP response is submitted in its entirety, contractor will be the Prime Contractor and shall be responsible, in total, for all work of subcontractors, if any. All subcontractors must be listed in the proposal.
4. Costs for developing and delivering responses to this RFP, and any subsequent presentations, are entirely the responsibility of the contractor.
5. All materials submitted in response to this RFP become the property of the school district upon delivery and will be incorporated in the contract.
6. The contractor shall keep themselves informed of, and shall comply with all applicable laws, ordinances, rules and regulations, and federal or public bodies having jurisdiction affecting any work to be done to provide the services required. The contractor shall provide all necessary safeguards for safety and protection, as set forth by the US Department of Labor, Occupational Safety and Health Administration (OSHA), as well as by any applicable state and local laws.
7. The contractor shall pay for all applicable taxes, royalties, and license fees. The contractor shall defend all suits or claims for infringement or any patent rights and hold the entity harmless from loss when a particular process, design, or the product of a particular manufacturer(s) is specified.
8. Contract Provisions and Terms:
 - a. Successful awarding of this RFP is contingent first upon full approval of federal matching E-Rate funds as identified in Form 471, and then the approval of the Del Mar Union School District Board of Trustees.
 - b. Length of Contract: The Contract period will be for a three (3) year or five (5) year period beginning on July 1, 2012 through June 30, 2015, with the option to extend two (2) additional one (1) year terms. Del Mar Union School District is interested in establishing a multiyear agreement if possible for purposes of creating a stable relationship with Provider. Based on this interest, Provider is encouraged to show pricing (One Time, Monthly, and Annual Recurring) based on contract lengths of three (3) years and five (5) years.

Purpose of RFP

This Request for Proposal is for Metro Ethernet Services for Del Mar Union School District.

Metro Ethernet Services

Del Mar Union School District is requesting proposals from vendors to provide Metro Ethernet services for the district's eight school sites, the District Office, and Maintenance & Operations Facility, as well as, our Internet Service Provider connection to the San Diego County Office of Education.

E-rate funding is limited strictly to the eligible Metro Ethernet services. Therefore, any cost allocation of eligible and ineligible items *must* be detailed with the submission of the bid.

Vendor proposals in response to this RFP will be incorporated into the final agreement between Del Mar Union School District and the selected vendor. The submitted proposal, at a minimum, should include the following sections:

1. Cost
2. One-time Fees (If any)
3. Monthly and Annual Recurring Costs
4. Eligible and Ineligible Cost Allocation
5. Exclusions
6. Del Mar Union School District and Vendor Responsibilities
7. Fees and Payments
8. Legal Terms and Conditions
9. References

Scope of Work

Del Mar Union School District requests bids for a Fiber Wide Area Network (WAN), commonly known as a Metro Ethernet network. This WAN will interconnect district sites as listed below and also connect the Del Mar Union Schools' District Office and Maintenance and Operations Facility to the San Diego County Office of Education (SDCOE), our Internet Service Provider (ISP).

The District is requesting costs for each of the following scenarios: The network shall be a Point-to-Multipoint topology with Ashley Falls School designated as the network hub. To support future applications, the proposed solution shall also accommodate Point-to-Point and Multipoint-to-Multipoint topologies. The initial virtual circuit bandwidths are specified below:

Scenario 1

- School Sites – 50 Mb circuit, w/100Mb copper handoff
- District Office - 50 Mb circuit, w/100Mb copper handoff
- Maintenance and Operations Facility - 10 Mb circuit, w/10Mb copper handoff
- SDCOE (ISP) - 100 Mb circuit, w/100Mb copper handoff

Scenario 2

School Sites – 100 Mb circuit, w/100Mb copper handoff
District Office - 100 Mb circuit, w/100Mb copper handoff
Maintenance and Operations Facility - 10 Mb circuit, w/10Mb copper handoff
SDCOE (ISP) - 100 Mb circuit, w/100Mb handoff

Scenario 3

School Sites – 100 Mb circuit, w/100Mb copper handoff
District Office - 100 Mb circuit, w/100Mb copper handoff
Maintenance and Operations Facility - 10 Mb circuit, w/10Mb copper handoff
SDCOE (ISP) - 200 Mb circuit, w/200Mb fiber handoff

Scenario 4

School Sites – 100 Mb circuit, w/100Mb copper handoff
District Office - 100 Mb circuit, w/100Mb copper handoff
Maintenance and Operations Facility - 10 Mb circuit, w/10Mb copper handoff
SDCOE (ISP) - 500 Mb circuit, w/500Mb handoff

Each virtual circuit shall have QoS settings service level guarantees. The point of demarcation (handoff) of the proposed service shall be in the site MDF or in proximity of the current location of the District's routers. Service provider shall be responsible for costs of delivering the service to the point of demarcation. District will provide backboard/floor space, electrical supply and grounding as specified by the service provider.

Voluntary site visits will be conducted on **Wednesday, December 21, 2011 9:30 am**. Vendors shall notify **Betty Bryant @ 858.523.6047 or bbryant@dmusd.org** of their intention to attend site visits no later than Monday, December 19, 2011.

Locations:

San Diego County of Education Address:
SCOE – 6401 Linda Vista Rd., San Diego, CA 92111

District Office Address:
Del Mar Union School District – 11232 El Camino Real, San Diego, CA 92130

Maintenance & Operations Office Address:
Del Mar Union School District – 11189 Sorrento Valley Road, San Diego, CA 92130

School Site Addresses:
Ashley Falls Elementary – 13030 Ashley Falls Drive, San Diego, CA 92130
Carmel Del Mar Elementary – 12345 Carmel Drive, San Diego, CA 92130
Del Mar Heights Elementary – 13555 Boquita Drive, Del Mar, CA 92014
Del Mar Hills Elementary – 14085 Mango Drive, Del Mar, CA 92014
Ocean Air Elementary – 11444 Canter Heights Drive, San Diego, CA 92130
Sage Canyon Elementary – 5290 Harvest Run Drive, San Diego, CA 92130
Sycamore Ridge Elementary – 5333 Old Carmel Valley Road, San Diego, CA 92130
Torrey Hills Elementary – 10830 Calle Mar De Mariposas, San Diego, CA 92130

Evaluation Factors for Award

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor:

- Cost Effectiveness
- Prior Experience
- Personnel Qualifications
- Quality of Service/Solution
- References

The Del Mar Union School District may, at their discretion and without explanation to the prospective vendors, at any time, choose to discontinue this RFP without obligation to such prospective vendors.