

REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	140299
SCHOOL NAME	GLOVER SCHOOL DISTRICT
ADDRESS	701 LAVENDER ROAD
CITY, STATE, ZIP	BROKEN BOW, OK 74728

Please submit bids/proposals to the school by email or mail.

SCHOOL CONTACT	VICKIE JOHNSON		
EMAIL	gloversupt@glover.k12.ok.us		
PHONE	580-420-3232	ext	

TECHNICAL CONTACT	Chris Ragain			cc: SCHOOL CONTACT FOR ALL CORRESPONDENCE
EMAIL	chrisragain@gmail.com			
PHONE	580-212-3821	ext		
CONSULTANT	MACHELLE MCKAY			
	COLLECT-ED LLC			
EMAIL	collect-ed@hotmail.com			
PHONE	(405) 830-2200			

FUNDING YEAR 2019-2020 (July 1, 2019 - June 30, 2020)

SERVICES REQUESTED (As checked) **470 FILED** **SITE VISIT** ***BIDS DUE BY:***

CAT1	VOICE SERVICES (NO DISCOUNTS FY 2019)				
	INTERNET ACCESS	X	12/11/2018	NO	1/23/2019
	TELECOMMUNICATIONS SERVICES (Data transmission)				

CAT2	INTERNAL CONNECTIONS (Hardware)	X	12/11/2018	BY APPT	1/23/2019
	BASIC MAINTENANCE SERVICES				
	MANAGED INTERNAL BROADBAND SVCS				

REQUEST FOR PROPOSAL (RFP)
Category One

INTERNET ACCESS

90% = Estimated discount

279.5

PROPOSALS MUST INCLUDE

SETDA INTERNET RECOMMENDATION BANDWIDTH (MBPS)

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	DISCOUNT METHOD PREFERRED (BY ENTITY)	MONTHLY COSTS*** (including taxes / surcharges)	INSTALLATION (or other charges)	SPECIAL CONSTRUCTION CHARGES? (additional data worksheet will be required)	NOT ELIGIBLE SERVICES, if any
1	INTERNET ACCESS - 50MB - 500MB (District has access to fiber connection) plus leased router option	YES	DISTRICT WIDE: 701 Lavender Road Broken Bow, OK 74728	SPI (credits on the invoice)				
	50 MB							
	100 MB							
	200 MB							
	300 MB							
	400 MB							
	500 MB							

- (1) All bids submitted for requested products/services must meet or exceed (a) General RFP Terms, (b) Additional information and (c) School Specific information terms.
- (2) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (3) Monthly recurring charges **CAN NOT INCLUDE any construction charges**. Construction charge must be listed separately. Not eligible charges must be described and noted as such.
- (4) Internet Access bids must include increment prices.
 - (4a) Internet access needs to be dedicated symmetric bandwidth or best effort, bid/proposal must state clearly bandwidth descriptions
- (5) Contract Terms may vary by length of term. one (1) year [12 month term]; or one (1) year with additional extension options. The school district may opt to increase bandwidth within contract term with annual review.
 - (5a) Bids may include option router lease (eligible for CAT1 on premise equipment) for consideration. As well as any other service options - each service must be indentified as eligible or not eligible for Erate discounts.

TELECOMMUNICATIONS SVCS (data transmission)

0% = Estimated discount

PROPOSALS MUST INCLUDE

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	DISCOUNT METHOD PREFERRED (BY ENTITY)	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	SPECIAL CONSTRUCTION CHARGES? (additional data worksheet will be required)	NOT ELIGIBLE SERVICES, if any
		NO						

- (1) All bids submitted for requested products/services must meet or exceed (a) General RFP Terms, (b) Additional information and (c) School Specific information terms.
- (2) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (3) Monthly recurring charges **CAN NOT INCLUDE any construction charges**. Construction charge must be listed separately. Not eligible charges must be described and noted as such.
- (4) Telecommunication Services (WAN, PTP, etc) bids must include increment prices.
 - (4a) Telecommunication Services (WAN, PTP, etc) needs to be dedicated symmetric bandwidth or best effort, bid/proposal must state clearly bandwidth descriptions
- (5) Contract Terms may vary by length of term. Multi-year term (up to 3 or 5 years in length); one (1) year [12 month term]; or one (1) year with additional extension options. The school district may opt to increase bandwidth/services within contract term with annual review.
 - (5a) Bids may include option router lease (eligible for CAT1 on premise equipment) for consideration. As well as any other service options - each service must be indentified as eligible or not eligible for Erate discounts.

REQUEST FOR PROPOSAL (RFP)

Category Two

INTERNAL CONNECTIONS (HARDWARE)

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

85% = Estimated discount

				DISCOUNT METHOD PREFERRED (BY ENTITY)	COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION				
15	NETWORK SWITCH - MINIMUM SPECS: 8 Port 10/100 Fast Ethernet Unmanaged Switch (prefers: NETGEAR FS108v3 or equivalent)	YES	701 Lavender Road Broken Bow, OK 747208	SPI (credit on invoice)		OPTIONAL	
5	WIRELESS ACCESS POINTS: MINIMUM SPECS: 802.11ac or 802.11ax (including licensing, if required)	YES	701 Lavender Road Broken Bow, OK 747208	SPI (credit on invoice)		OPTIONAL	
1	WIRELESS ACCESS CONTROLLER - if required (including licensing, if required)	YES	701 Lavender Road Broken Bow, OK 74728	SPI (credit on invoice)		OPTIONAL	
4	NETWORK COMPONENTS: Fiber modules (MUST BE COMPATIBLE WITH EXISTING EQUIPMENT HP PROCURVE 4000M SWITCH)	YES	701 Lavender Road Broken Bow, OK 747208	SPI (credit on invoice)		OPTIONAL	

- (1) All bids submitted for requested products/services must meet or exceed (a) General RFP Terms, (b) Additional information and (c) School Specific information terms.
- (2) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (3) Any Software or License Agreement must be included. (must be identified, included or separate skus with pricing for required purchase). Any maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (4) Eligible services as listed on the annual equipment list. Not eligible product/service charges must be described and noted as such.
- (5) All hardware equipment installed by service provider must include a value added service to identified (or labeled) with Erate project information: at minimum: Funding year, FORM 471#, Funding request number.

BASIC MAINTENANCE SERVICES

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DISTRICT WIDE SERVICES</u>	<u>LOCATION</u>	<u>DISCOUNT METHOD PREFERRED (BY ENTITY)</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
		NO					

- (1) All bids submitted for requested products/services must meet or exceed (a) General RFP Terms, (b) Additional information and (c) School Specific information terms.
- (2) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (3) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (4) Eligible services as listed on the annual list. Not eligible product/service charges must be described and noted as such.

MANAGED INTERNAL BROADBAND SERVICES

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DISTRICT WIDE SERVICES</u>	<u>LOCATION</u>	<u>DISCOUNT METHOD PREFERRED (BY ENTITY)</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
		NO					

- (1) All bids submitted for requested products/services must meet or exceed (a) General RFP Terms, (b) Additional information and (c) School Specific information terms.
- (2) USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- (3) Any Software or License Agreement must be included. Any manufacturer maintenance agreements for equipment must be identified as eligible/ineligible for discounts.
- (4) Eligible services as listed on the annual list. Not eligible product/service charges must be described and noted as such.

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms (if applicable)

> School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.

> All requested products and services may be contingent upon Erate funding approval and /or school board approval.

Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.

> School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.

> All products and services proposed must be operational and compatible with all network equipment brands/software used by school district. At no additional cost or equipment required to the school district.

Bids/ Proposal must meet or exceed minimum specifications requested hardware or services requests. For Internal Connections equipment, no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.

> Bids may offer multiple options (bids/proposals) for additional consideration. (including multiple make(s)/model(s)/manufacturer(s), installation, configuration, labor, etc.)

All hardware bids must include specification sheets (white papers, if applicable). All Software, licenses, maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.

For most eligible services such as Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers must be within 250 mile radius (approx 4 hours) from school district location). If using sub-contractors, required disclosure of the contracting company and information.

> School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.

OPTIONAL : School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities. Two (2) dates and times will be available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.

> All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges. (as listed on the eligible services MISCELLANEOUS FEES list - all other charges must be described and noted as not eligible for discounts.)

- All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training. (as listed on the eligible services MISCELLANEOUS FEES list - all other charges must be described and noted as not eligible for discounts.)
- > Depending on USAC CAT2 budget limits, the school district may reserve the right to change the order to meet budget constraints. The school district will be responsible for charges ordered and not covered by USAC.
 - > Bids/proposals, contract/agreements may not contain liquidated damages or cancellation charges. Such charges are considered not eligible for Erate discounts.
 - > If equipment installation is requested, it is highly recommended the service provider attend a site visit at the school's posted date or time, if posted.

REQUEST FOR PROPOSAL (RFP)

Documentation Requirements

1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a Only if site visit is scheduled, request to register INTEND TO BID PAGE, if school has recommended a school site visit. (if applicable)
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)
- c Responses for requested information/questions will be posted on local school webpage for all service providers to review.

SEE WEB PAGE: www.glover.k12.ok.us

FINAL QUESTIONS & ANSWER WEB POSTING - 5 days before deadline. (Please note this date may vary, see last school business day before a weekend, school break, or holiday.) and posted on USAC FORM 470 page.

1/18/2019

- d Service Provider must print a copy of school webpage with questions and answers. (required proof of receipt) If no questions, please state - NO QUESTIONS / ANSWERS FOUND ON SCHOOL WEBPAGE or FORM 470 attachment- with date and signature.

2 Response bid/proposal MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.
Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
Plus, a complete copy of contract with terms for consideration.
- c Statement of Work / Services including maintenance and warranty information. (if any)
- d Copy of State contract pricing, if applicable.
- e List of References (minimum of 3)
- f Copy of the list of posted questions & answers with date and signature - as listed above (item #d)
- g Federal Tax ID certificate (w-9)

- h **FOR INSTALLATION OR ON-SITE SERVICES ONLY:** A copy of certificate of insurance. Please note the school district may request a current copy certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.

3 Instructions to submit

- a Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
Submit bids/proposals to SCHOOL CONTACT by email and/or mail must be received no later than
- b deadline date unless extension date is requested from school AND update to the FORM 470 application.

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE

*****THIS FORM IS REQUIRED - ONLY IF SITE VISIT IS LISTED*****

DATE _____

SERVICE PROVIDER: _____

CONTACT: _____

EMAIL: _____

OFFICE# or CELL#: _____

SITE VISIT?	BY APPOINTMENT		PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:	701 Lavender Road Broken Bow, OK 747208		

Email questions, if any.

Please note any school breaks

THANKSGIVING

CHRISTMAS

12/21/18-01/04/2019

BID DEADLINE	1/23/2019
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Submit questions no later than

1/18/2019

(or last school business day before weekend, school break or holiday)

to gloversupt@glover.k12.ok.us

GLOVER SCHOOL DISTRICT

VICKIE JOHNSON

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/receipt of any emails or correspondence.
- > For RFP updates, questions and answers– not through individual emails.

SEE WEB PAGE: www.glover.k12.ok.us

- > All questions and answers will be posted by
(or last school business day before weekend, school break or holiday)

1/18/2019

REQUEST FOR PROPOSAL (RFP) - NOTES

Additional Information

- > **X** **For Internet Access and /or Telecommunications requests:** Must include all configuration, installation, special construction information (includes equipment and labor costs) and costs by each site location. Provide all available/additional options provided by the service provider for consideration, this sample list included but not limited to; (1) Internet filtering; (2) leased router(s) & other required equipment; or (3) purchase equipment cost. Any service not eligible for E-Rate discounts must be identified and cost allocated.
- > **n/a** **For Basic Maintenance requests:** A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).
Proposals must include:
- a Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
 - b Responsibilities of the Service Provider – service orders, expected timeframes, etc.
 - c Responsibilities of the Client – service orders, expected timeframes, etc
 - d Explain terms of cancellation or termination.
 - e Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
 - f Describe any use of subcontractors
- > **X** **For Internal Connections,** no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted. All hardware equipment installed must be identified (or labeled) with Erate project information: at minimum: Funding year, FORM 471#, Funding request number

REQUEST FOR PROPOSAL (RFP)

School District Specific Information

- > Glover School is using a technical consultant, Chris Ragain, to assist with technical questions or facilitation of the districts network needs and goals.
If any correspondence is email or communicated with Chris Ragain, technical consultant - please copy or contact Vickie Johnson, Superintendent with the same information to be up to date on all ERate information.

- > n/a

- > n/a