

## REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	140645
SCHOOL NAME	HUBBARD INDEP SCHOOL DISTRICT
ADDRESS	3347 US HIGHAWY 259 SOUTH
CITY, STATE, ZIP	DEKALB, TX 75559

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

CONTACT	MECHELE MCMICHAEL		
EMAIL	<a href="mailto:mmcmichaelhisd@gmail.com">mmcmichaelhisd@gmail.com</a>		
PHONE	903-667-2645	ext	

CONSULTANT	MACHELLE MCKAY
	COLLECT-ED LLC
EMAIL	<a href="mailto:collect-ed@hotmail.com">collect-ed@hotmail.com</a>
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:**

<b>CAT1</b>	<b>VOICE SERVICES (NO DISCOUNTS FY 2019)</b>				
	<b>INTERNET ACCESS</b>	<b>X</b>	8/14/2018	<b>NO</b>	<b>10/19/2018</b>
	<b>TELECOMMUNICATIONS SERVICES (Data transmission)</b>				

<b>CAT2</b>	<b>INTERNAL CONNECTIONS (Hardware)</b>	<b>X</b>	8/14/2018	<b>NO</b>	<b>10/19/2018</b>
	<b>BASIC MAINTENANCE SERVICES</b>				
	<b>MANAGED INTERNAL BROADBAND SVCS</b>				

# REQUEST FOR PROPOSAL (RFP)

## Category One

### INTERNET ACCESS

**PROPOSALS MUST INCLUDE**

**60%** = Estimated discount

356.9

**SETDA INTERNET RECOMMENDATION BANDWIDTH (MBPS)**

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	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 - 100MB - 500MB	<b>YES</b>	DISTRICT WIDE: 3347 US HWY 259 SOUTH				
	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. 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 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 identified as eligible or not eligible for Erate discounts.

### TELECOMMUNICATIONS SVCS (data transmission)

**PROPOSALS MUST INCLUDE**

**0%** = Estimated discount

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

- (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 identified as eligible or not eligible for Erate discounts.

# REQUEST FOR PROPOSAL (RFP)

## Category Two

### INTERNAL CONNECTIONS (HARDWARE)

**60%** = Estimated discount

**PROPOSALS MUST INCLUDE MANUF. PART NUMBER(s)**

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
2	Uninterruptible Power Supply (UPS)/Battery Backup with Surge protection (preference TRIPPLITE #SMART1500LCDT)	<b>YES</b>	3347 US HIGHWAY 259 S DEKALB, TX 75559			

- (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

**0%** = Estimated discount

**PROPOSALS MUST INCLUDE MANUF. PART NUMBER(s)**

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
		<b>NO</b>				

- (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

**0%** = Estimated discount

**PROPOSALS MUST INCLUDE MANUF. PART NUMBER(s)**

QTY	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
		<b>NO</b>				

- (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 100 mile radius (approx 1-2 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.hubbardisd.net](http://www.hubbardisd.net)**

**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.

**10/14/2018**

- 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 within the state)
- 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?	<b>NO</b>		PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:			

Email questions, if any.  
 Please note any school breaks

**THANKSGIVING** \_\_\_\_\_  
**CHRISTMAS** \_\_\_\_\_

<b>BID DEADLINE</b>	<b>10/19/2018</b>
---------------------	-------------------

**Submit questions no later than** **10/14/2018**  
**(or last school business day before weekend, school break or holiday)**  
**to** [mmcmichaelisd@gmail.com](mailto:mmcmichaelisd@gmail.com)  
 HUBBARD INDEP SCHOOL DISTRICT  
 MECHELE MCMICHAEL

- > 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.hubbardisd.net](http://www.hubbardisd.net)**
- > All questions and answers will be posted by [10/14/2018](#)  
 (or last school business day before weekend, school break or holiday)

## 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

- > n/a
- > n/a
- > n/a