

Kellogg Jt. School District #391 RFP: Internet Access

**Kellogg Jt. School Dist. 391
District Office
800 Bunker Avenue, Kellogg ID 83837**

REQUEST FOR PROPOSAL 020416
Category 1 Managed Internet Service

GENERAL INFORMATION

The Kellogg Jt. School Dist. 391 School District is requesting proposals from Internet Technology companies to provide/manage our District-Wide Internet Access.

To be considered, two (2) copies of a proposal must be received by the Board Clerk, terry.rinaldi@kelloggschools.org and simon.miller@kelloggschools.org by 5PM PST on Monday March 7, 2016. The Kellogg Jt. School Dist. 391 School District reserves the right to reject any or all proposals submitted.

The Kellogg Jt. School Dist. 391 School District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Kellogg Jt. School Dist. 391, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the vendor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Kellogg Jt. School Dist. 391 and the firm selected.

It is anticipated the selection of the vendor will be completed by March 15, 2016. Following the notification of the selected vendor it is expected a contract will be executed between both parties NLT March 31, 2016

I. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

1. Leverage Erate Category 1 funding to provide Internet Service for the school district.
2. The vendor will provide and maintain all necessary equipment at each site.
3. Vendor will provide connectivity at a minimum of 500 Mbps, connecting into our existing network infrastructure at the following location: Kellogg Middle School, 810 Bunker Avenue, Kellogg, ID 83837
4. Currently, all internet traffic aggregates and egresses at Kellogg Middle School.
5. Provide all billing to clearly show E-Rate eligible goods and services and break out any non-eligible components.
6. Provide all necessary support and documentation required in the event of E-Rate Program Integrity Assurance and Audit requests.

Kellogg Jt. School District #391 RFP: Internet Access

a) A master copy of a Technical Proposal to include the following:

(1) Title Page

Title page showing the request for proposal's subject; the firm's name, address and telephone number of a contact person; and the date of the proposal.

(2) Table of Contents

(3) Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.

(4) Detailed Proposal

The detailed proposal should follow the order set forth in section IV-B (Technical Proposal) of this request.

(5) Dollar Cost Bid

Bid for Kellogg Jt. School Dist. 391 Category 1
Managed Internet Service

c) Proposer may email or send the completed proposal to the following address:

simon.miller@kelloggschools.org

Kellogg Jt. School Dist. 391
Attention: Simon Miller
800 Bunker Avenue.
Kellogg, ID 83837

B. Technical Proposal

1. General Requirements

The technical proposal should demonstrate the qualifications of the vendor to provide the services requested.

There should be no dollar units or total costs included in the technical proposal document.

While additional data may be presented, the following subjects, items No. 2 through 9, must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's

Kellogg Jt. School District #391 RFP: Internet Access

capabilities to satisfy the requirements of the request for proposals. They represent the criteria against which the proposal will be evaluated.

2. Independence

The vendor should provide an affirmative statement that it is independent of the School District.

The vendor should also list and describe the firm's professional relationships involving the School District or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing these services.

3. License to Practice in Idaho

An affirmative statement should be included indicating that the vendor is properly licensed to practice in Idaho.

4. Vendor Qualifications and Experience

The proposal should state the size of the company, the size of the company's staff, the location of the office from which the work on this project is to be performed.

In addition, the vendor shall provide information on circumstances and status of any disciplinary action taken or pending against the vendor during the past five (5) years with state regulatory bodies or professional organizations, including violations resulting in denial of E-Rate funding.

5. Similar Contracts with Other Government Entities

List the most significant engagements (maximum of 5) performed in the last five years that are similar to the project described in this request for proposals. We are specifically looking for projects involving school districts using E-Rate funding. Indicate the scope of work, dates, and the name and telephone number of the principal client contact.

6. Specific Installation/management Approach

The proposal should set forth a work plan, including a timeline of when the work will be performed and how the vendor intends to manage the services.

7. Identification of Anticipated Potential Problems

The proposal should identify and describe any anticipated potential problems, the vendor's approach to resolving these problems and any special assistance that will be requested from the School District.

8. Universal Service Administration Company SPIN number

9. Clauses

a) Due to the inherent volatile nature of funding sources, the district, at its sole discretion, may cancel internet services from vendors. Cancellation of services shall absolve us from future costs for services not received. The district is not

Kellogg Jt. School District #391 RFP: Internet Access

required or liable to remain in an annual contract, nor is it responsible for payment of future services, monthly or annually, not received. The district will give the vendor 30 days' notice to cancel services and shall not be held liable for services beyond 30 days notification.

b) If the District does not qualify for E-Rate funding this contract is to be considered null/void and the District will be able to make the necessary changes to post a new RFP which will qualify for E-Rate funding. The District will give the vendor 30 days' notice to cancel services and shall not be held liable for services beyond 30 days notification.

c) The state of Idaho may provide Internet access to all districts residing in the state of Idaho. If the state provides the required internet access for the District at no charge the District is entitled to cancel this RFP at any time. The District will give the vendor 30 days' notice to cancel services and shall not be held liable for services beyond 30 days notification.

d) The vendor will monitor all of their equipment and will contact the district in case of outage within 30 minutes of the vendor's systems failure or becoming unreachable. The vendor will also contact the district when the system is online again. Contact will take place via email/text/phone with the district deciding preference to communication method.

e) Service Level Objectives shall be: Network Availability 99.9%, Packet Delivery Rate 99.9%, Network Latency 10ms average round trip to the ISP, Mean Time to repair 4 hours (including local loop) An outage is the time during which the School District cannot access the internet due to a fault directly attributable to the Vendor but not part of a planned outage

f) The vendor will maintain their own equipment that is co-hosted in the District. The vendor's equipment will be tagged with circuit/site ID's, the vendor's name, and toll free contact number. The vendor may at its discretion provide Uninterruptible Power Supply (UPS) backup power that will provide power to the vendor's equipment to keep it online in case of a power failure.

h) The Provider will ensure, at a minimum, that all functions of its solution are reliable and available to the schools during the Period of Prime Usage. This period is 6:00 AM to 10:00 PM, Mountain and Pacific Time, Monday thru Thursday, excluding holidays. System maintenance will be coordinated ahead of time with the district and will be conducted outside these hours to prevent service interruption to the District.

C. Dollar Cost Bid

Total All-Inclusive Maximum Price

The bid should contain all pricing information relative to performing the installation and managed service as described in this request for proposals. Please show prices for each of the components of this RFP: Managed

Kellogg Jt. School District #391 RFP: Internet Access

Internet Service, 500-1000 Mbps circuit. Kellogg Jt. School Dist. 391 School District reserves the right to enter into a contract for all or some of the services. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

Kellogg Jt. School Dist. 391 School District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the bid.

Such costs should not be included in the proposal.
The bid sheet should include the following information:

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 Kellogg Jt. School Dist. 391 School District.
3. A fixed price detailing installation and service costs each year for the agreed upon term. (Fiscal Year is considered to be from 1 July- 30 June). State rules require that the school board shall not encumber debt for future school boards. Although it is the intent of the district to enter into a multi-year contract, the final, signed contract must contain a no-cost-to-the-district opt-out clause. The contract will be reviewed annually and approved by the board. If the district is unable to fund the contract for the subsequent fiscal year, then the district is legally bound to opt out of the contract at no cost to the district.

V. EVALUATION PROCEDURES

A. Evaluation Committee

Proposals submitted will be evaluated by a committee consisting of the Technology Coordinator, Business Manager, Superintendent, Curriculum/Assessment Director, System Admin, & Board of Trustees

B. Evaluation of Proposals

1. The following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of each vendor and assign a point value to each area of competency. As part of this evaluation, the Committee may hold discussions with all qualified vendors. Discussions may be conducted via teleconference or may take the form of questions to be answered by the vendors and conducted by mail, E-mail, or facsimile transmission at the discretion of Kellogg Jt. School Dist. 391 School District. During the evaluation process, the committee may request technical assistance from any source.
2. Vendors may be asked to make an oral presentation to the Evaluation Committee. The purpose of the oral presentation is to provide an opportunity for the vendor to clarify its proposal submission or substantiate proposal representation. The oral presentation is a part of the technical evaluation.

Kellogg Jt. School District #391 RFP: Internet Access

3. If it is determined to be in the best interests of Kellogg Jt. School Dist. 391 School District, the committee may ask the vendor to make final revisions to their technical and/or financial proposal through submission of a Best and Final Offer.
4. The committee will recommend the vendor whose overall proposal provides the most advantageous offer to Kellogg Jt. School Dist. 391 School District, considering price and the other evaluation factors with best price being the primary factor.

C. Evaluation Criteria

A point system will be used to evaluate each proposal using the following matrix:

Technical Criteria	Point Range
Price of E-Rate Eligible cost components	0-35
Suitability of technical proposal	0-25
Vendor experience/capability	0-20
Price of E-Rate ineligible cost components	0-10
Fiscal integrity/financial stability of vendor	0-10

MAXIMUM POINTS 0-100

While the total score will be the significant factor, the District reserves the right to make a final selection other than based on factors.

D. Final Selection

Kellogg Jt. School Dist. 391 School District will select a vendor based upon the recommendation of the Evaluation Committee. It is anticipated that a vendor will be selected by March 15, 2016. Following notification of the firm selected, it is expected a contract will be executed between both parties NLT Approximately 1-2 weeks after selection.

E. Right to Reject Proposals

1. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Kellogg Jt. School Dist. 391 School District and the vendor selected.
2. Kellogg Jt. School Dist. 391 School District reserves the right without prejudice to reject any and all proposals.