

Legacy Charter School

District# 478

Technical Specs for Broadband Services

RFP# 16-17-Broadband

Date Due: April 3, 2017 3:00 PM MST

Date Posted: March 6, 2017

Legacy Charter School, District# 478

Request for Proposal # 16-17 Broadband

Opening Time/Date: March 6, 2017

Legacy Charter School is now accepting proposals for Broadband Services.

Please submit all proposals to bstimpson@legacycharterschool.net and include RFP#16-17 Broadband in the Subject line. All proposals will be opened and reviewed as received.

All Proposals of for RPF# 16-17 Broadband Services **must be received no later than April 3, 2017 at 3:00 P.M. MST**. Any proposals received after that time will be discarded.

Legacy Charter School District #478 reserves the right to accept or reject any and all proposals, to waive any irregularities in the proposals, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it be in the best interest of the District.

Dated: February 28, 2017

Mr. Seth Stallcop, Administrator

Legacy Charter School, District #478

Project Scope

Legacy Charter School, District #478. THE DISTRICT (LCS) is seeking to improve their Broadband Services. LCS school site consists of one primary building. The District is looking to improve speed, reliability, and monitoring capabilities for their WAN Broadband services. This would include the following capabilities:

- Hardware for routing traffic for WAN communications
 - Provide filtering services in compliance with the Children’s Internet Protection Act (CIPA)
 - Services for monitoring outbound/inbound traffic to the District’s network
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E-Rate Requirements

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, and 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 Corporation, which was established by the Act. The amount of discount is based on the number of children receiving free and reduced price meals.

Suppliers are required to be in full compliance with all current requirements and future requirements issued by the SLD for participation in the E-Rate program throughout the contractual period of any contract entered into with LCS as a result of this RFP.

Additionally respondents are required to submit the following to substantiate E-Rate Service Provider compliance:

- Proposers Service Provider Identification Number (SPIN)
- Service Provider Annual Certification (SPAC verification (SPIN contact page from USAC website will suffice)
- Verification that the proposer is an eligible telecommunications provider. (SPIN contact page from USAC website will suffice)
- Proof that Proposer is not on FCC Red-Light Status
- Requires FCC Registration Number and documentation from FCC. Information can be accessed at <http://www.fcc.gov/redlight/>

Qualifications

Please provide responses for the following qualifications:

1. Is your company 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 or copper cuts by third parties, acts of God, or other Force Majeure events?
YES or NO, please elaborate.
2. Does your company monitor all Broadband services 24 hours per day, seven days per week, 365 days per year?
YES or NO, please elaborate.
3. Does your company provide filtering services (to be included with Broadband services) that allow for the District to block/report content in compliance with CIPA?
YES or NO, please elaborate.
4. Please describe the process for LCS to report problems with network outages and the expected response time.

Transition Plan

LCS is looking to implement approved Broadband Services on July 1st, 2017. LCS is requesting that a transition and implementation plan be included with responses to RFP. Plan should include all resources needed, costs (if any), and timeline for services to be installed and completed.

LCS reserves the option to terminate service, without penalty and with 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, if the district is dissatisfied with the service.

Customer Requirements

Please provide quotes for the following requirements.

WAN Bandwidth

- Concurrent download/upload speeds with a minimum speed of 100 Mbps
 - Please include higher speed increments and associated pricing with those levels
- Customer access to monitoring broadband connections
- Pricing for 1 year, 3 year, and 5 year contracts

Additional Network Requirements

- Handoff from provided connection to the District's internal switches (Ethernet)
- Options for bandwidth increases, if future needs deem it necessary
- Content filtering to assist with the District's need to fulfill CIPA requirements (Preferred filtering of upstream network activity)
- Filtering options should allow synchronization with Active Directory Groups and Users
- LCS reserves the option to terminate service, without penalty and with 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 if the District is dissatisfied with the service

Service Expectations

- Service must include maintenance and/or repairs with no additional cost to the District
- Support, whether remote or on-site, should be expected within no more than 8 hours of notification from the District

Information Requested

- Proposed pricing
- Include any extra expenses that may occur during implementation of plan
- Include any one-time costs
- Explain additional costs that may occur due to bandwidth increases
- Support agreement and proposed response times
- Network Diagram and Specifications

General Information

All responses should conform to instructions provided in this RFP document.

Installation Timeline

No billing can occur prior to July 1st, 2017. Planning and implementation may occur prior to July 1st, 2017, as needed to complete project and maintain E-Rate program rules.

Deadline of Submissions

All proposals must be received no later than April 3, 2017. All documentation must be included and received prior to this date with no additional changes, unless requested by the District. Any responses submitted after said date will be discarded or unopened.

Award of Contract

The District reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible submitters, and to waive any informality in the Proposal.

Request for Proposal Preparation Costs

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to the DISTRICT. The DISTRICT will not be held liable for any cost incurred by VENDORS in responding to the RFP.

Proposal Submission Requirements

All responses to this RFP should be submitted via email to bstimpson@legacycharterschool.net no later than April 3, 2017 3:00 PM MST with "*RFP#16-17 Broadband*" to be included in the Subject line.

All other inquiries should be submitted to Brett Stimpson -

E-mail: bstimpson@legacycharterschool.net

District Address: 4015 S. Legacy Way, Nampa, ID 83686

Telephone: (208) 467-0947

Instructions to Vendors

All submissions meeting the deadline requirement are the property of LCS and will not be returned. All information submitted in the proposals will be kept confidential and accessed only by those employees of the DISTRICT reviewing the proposals. The content and sequence of the proposal will be as follows:

- Cover Letter/Letter of Interest
- Table of Contents
- Vendor Company Details
- Experience or References
- Technical Capabilities
- Cost Proposal
- Support Expectations
- Implementation Plan

Subcontracting

Vendor must provide the name and address of any subcontracting firm with proposal. No subcontracting may take place until LCS provides written approval of subcontracting firms to the awarded Vendor. LCS reserves the right to reject a subcontractor who previously failed in the proper performance of an award or failed to deliver on-time contracts of a similar nature, or who is not in the position to perform this award. LCS reserves the right to inspect all facilities of any subcontractor in order to make termination as to the foregoing. The subcontract will be equally responsible for meeting all requirements specified in the RFP.

Contract Terms

Any Multi-year contract not to exceed 5 years. Contract may be reviewed and amended by LCS's legal counsel. Contract will be reviewed and approved by LCS governing board.

References

Before awarding any contract, the DISTRICT reserves the right to require the vendor to submit evidence of qualifications, as it may deem appropriate. This evidence may be concerning financial, technical, and other qualifications as well as relevant experience and skills of the vendor.

Schedule

The District and successful vendor must mutually agree on the implementation schedule. Failure to meet the timelines agreed upon may result in a penalty equal to 0.10% per day reduction in the total contract value for each day the provider fails to deliver the procured services from the date said same service became due.

Payment and Funding

The District intends to partially fund the services contemplated herein by leveraging the federal E-Rate program. Vendors should be familiar with and compliant with all applicable federal E-Rate policies. Bids from vendors that are not E-Rate eligible will not be considered for this RFP. Vendors must provide a response to the RFP that is compliant with E-Rate.

Vendors must submit their E-Rate Service Provider Identification Number (SPIN) in the vendor response. Vendors must submit their E-Rate Federal Communications Commission Registration Number (FCCRN) in the vendor response along with proof of FCC Green Light Status. The successful bidder also must abide by the requirements for vendors under the E-Rate program as set forth by the E-Rate program administrators. These requirements include, but are not limited to: filing of all Form 474 forms, extension of appropriate discounts to the participating eligible entities, careful record keeping for auditing purposes, and the provision of any information participating eligible entities must submit as part of their filing requirements. The bidder must identify and separate any costs that are associated with non E-Rate eligible entities and services as identified in the scope of work herein.