

REQUEST FOR PROPOSAL
RFP731521001, Fiber Optic Wide Area Network Service
Deadline 3/12/2021

The Pike County School District is requesting proposals from qualified vendors for Wide Area Network service between the District's instructional and administrative facilities.

The District only seeks proposals for lit fiber, 12-month service contract. The District will evaluate complete and conforming responses from eligible vendors according to the guidelines set forth in this RFP as well as all applicable procurement rules and policies, including those set forth by USAC and the E-Rate program.

Vendor qualifications are detailed in Section 1.7 of the RFP. All successful vendors must be USAC approved, with a valid E-Rate SPIN and provide proof of participation in the Federal E-Verify program.

Proposals will be received until **5:00pm EST on Friday, March 12, 2021**. Bids received after this date and time will not be accepted. All proposals must adhere to the guidelines defined in Section 2 of the RFP and must be submitted directly to the District as described in Section 2. Upon submission, all proposals shall be considered legally binding.

Proposals will remain sealed until after the submission deadline and will be opened in the presence of the evaluation committee.

Questions must be submitted via: rfp@fundingtechnology.com and contain the subject line: **"RFP731521001 Q&A"**. To ensure impartiality, only material questions submitted via this email will receive a response. *The Q&A period will end at 5:00pm EST on February 25, 2021.*

Q&A responses will be posted to the USAC EPC portal. Any changes to the original RFP will also be posted as addenda on the portal. Submissions will receive e-mail acknowledgement of receipt.

Communications outside of the defined processes will incur score deductions during the evaluation and may constitute grounds for disqualification of responses.

Thank you for your interest in working with the Pike County School District.

Table of Contents

1. PCSD WAN SERVICE REQUEST FOR PROPOSAL.....	1
1.1 Introduction/Project Overview.....	1
1.2 Overview of Pike County Schools.....	1
1.3 Confidentiality Requirements.....	1
1.4 Relevant Dates.....	1
1.5 Retention of Responses.....	1
1.6 Communication.....	1
1.7 Vendor Qualifications.....	2
1.8 Assessment.....	3
1.9 Evaluation Criteria	3
1.10 Terms and Conditions	4
1.11 Miscellaneous Requirements & Information.....	4
1.12 Addenda & Opening of Proposals.....	4
1.13 Request for Clarification or Additional Information.....	4
2. RESPONSE GUIDELINES	5
2.1 Proposal Contents.....	5
2.2 Proposal Format.....	6
2.3 Pricing.....	7
2.4 Submission.....	7
3. WAN SERVICE REQUIREMENTS.....	7
3.1 Objective.....	7
3.2 Current Environment	7
3.3 Service Requirements.....	7
3.4 Locations	9
4. APPENDICES & ATTACHMENTS.....	9
APPENDIX A – STATEMENT OF ELIGIBILITY AND COMPLIANCE.....	9
APPENDIX B – CONTRACTOR AFFIDAVIT.....	10
APPENDIX C – CERTIFICATE OF ELIGIBILITY.....	11
APPENDIX D – SAMPLE CONTRACT.....	12
APPENDIX E – REFERENCES	13
ATTACHMENT A –PRICING FORMS.....	14

1. PCSD FIBER WAN SERVICE REQUEST FOR PROPOSAL

1.1 Introduction/Project Overview

The Pike County School District (PCSD or the District) is seeking qualified responses for wide area networking services to connect the Pike County School District’s instructional and administrative facilities.

The District is evaluating its options for lit fiber services. The goal is to provide reliable, secure, high-speed connectivity at the lowest price and total cost of ownership.

1.2 Overview of Pike County Schools

Pike County Schools is a district in north central Georgia. The school system includes 5 schools in Zebulon, as well as the Board of Education Office and other administrative facilities that support over 3500 students and faculty.

1.3 Confidentiality Requirements

This RFP has been published to solicit proposals for these services and is considered confidential. No portion of this RFP may be used, reproduced, or disclosed.

1.4 Relevant Dates

Q&A Deadline: 5:00pm EST February 25, 2021
Proposal Deadline: 5:00pm EST, March 12, 2021
Service Start: July 01, 2021

1.5 Retention of Responses

Any proposals or submission artifacts become the property of the PCSD and the release of any such information shall be performed in accordance with Georgia Open Record law. Any proprietary information in a submission must be identified as such. A submission will not be considered proprietary in its entirety. Proposals will not be available publicly until after a winning bid has been selected.

1.6 Communication

Questions must be submitted via email to: rfp@fundingtechnology.com with the subject line: ***“RFP731521001 Q&A”***.

Only material questions will receive responses. And all responses will be made available via the E-Rate portal after the Q&A deadline. Questions submitted via any other channels or without the appropriate subject line will not be considered received and will not be addressed.

Proposals must be submitted in hard copy and electronic format as described in Sections 2.2 & 2.4.

*No other form of communication related to this RFP is permitted, including communication with the PCSD board members or staff. **Failure to adhere to these policies will result in score deductions the evaluation and may result in immediate disqualification.***

1.7 Vendor Qualifications

1.7.1

Service Providers must be an FCC licensed Telecommunications Carrier for WAN service and possess a valid, unencumbered SPIN for the Universal Service Administration Company (USAC), as well as an FCC registration number. Vendors must be able to provide a copy of the most recent USAC Form 473 (SPAC).

1.7.2

Service Providers must be financially stable and responsible. The PCSD reserves the right to request any and all of the following as proof of financial stability: a bank reference documenting positive standing with a financial institution, positive credit references from other vendors or an accredited credit bureau or a certificate of insurance noting liability coverage that is sufficient to cover potential liability associated with the services covered in this RFP.

1.7.3

A signed copy of the Statement of Eligibility and Compliance found in Appendix A.

1.7.4

Submission of a qualified proposal that meets all the requirements set forth in this RFP, including the required Appendices & Attachments and formats, communications policy and disclosure of conflicts of interest.

1.7.5

Service Providers must be fully licensed to do business in the State of Georgia and remain in compliance with any and all legal requirements set forth by the Georgia Public Service Commission and the Federal Communications Commission of the United States.

1.8 Assessment

The PCSD and/or its designated agent will compile all responses. The proposals will be reviewed after the deadline to ensure adherence to the requirements identified in this RFP. Proposals will be evaluated for completeness and the vendor or service provider will be evaluated to ensure qualification as set forth in Section 1.7. Only complete, conforming proposals from qualified vendors will be considered in the evaluation of proposals.

PCSD reserves the right to invite vendors to present the proposed solution to the vendor selection team.

The District reserves the right to withdraw this RFP at any time with no liability to prospective

respondents. Prospective vendors assume responsibility for any and all costs associated with the proposal.

1.9 Evaluation Criteria

Proposals from qualified vendors that meet the stated requirements will be evaluated. The evaluation will consider each of the following: Cost (Eligible Cost), Service Requirements, E-Rate experience and Prior experience with Pike County Schools.

Cost of E-rate *eligible* services will be the most heavily weighted factor.

The Service Requirements portion of the score will include all business and technical requirements set forth in the RFP and any subsequent Q&A. Vendor Qualification will include prior E-Rate experience, references and evaluation of the proposal. Lastly, the Prior Experience with Pike County will consider prior experience working with the Pike County School District.

As a result, proposals should clearly identify: all E-Rate eligible and ineligible costs (to include the cost of any equipment, maintenance or additional services that are required), a detailed service level agreement, detailed technical descriptions, an understanding of all stated requirements, the vendor's relevant qualifications and experience, including E-Rate program and Pike County Schools experience.

The total scores will be calculated as follows:

Factor	Points
E-rate Eligible Cost (<i>most heavily weighted</i>)	45
Service and Proposal requirements (<i>functional, technical and rfp requirements</i>)	30
Vendor Qualifications (<i>E-Rate experience</i>)	10
Experience with Pike County	15
Total Points	100

1.10 Terms and Conditions

1.10.1 Conflicts of Interest

Any relationship between a responding vendor and the Pike County Board of Education or its staff must be disclosed at the time of submission.

1.10.2 Lawful Compliance

All qualified vendors must comply with all local, state and federal laws governing procurement and the provisioning of products or services.

1.10.3 Pricing and Payments

All pricing submitted with a proposal will be considered accurate and constitute a legally binding offer. The PCSD reserves the right to request a best and final offer at any time from qualified vendors that

have submitted qualified proposals. Payment will occur per a mutually agreed to payment schedule.

1.10.4 Proposal Cost

All costs associated with developing a proposal are the sole responsibility of the Offeror. Under no circumstances will the District provide reimbursement for such expenses, including those related to attending any required pre-proposal conference.

1.10.5 Proposal Withdrawal

A proposal that has been submitted may be withdrawn prior to the RFP submission deadline. Such a request must be made in writing and signed by an authorized representative of the vendor. A copy of the request should be submitted via email to: rfp@fundingtechnology.com with the RFP ID in the subject line and a hard copy mailed to the PCSD, addressed to the attention of RFP731521001.

1.10.6 Right to Reject

The PCSD reserves the right to reject all proposals when it is in the best interest of the District, including cases in which it is deemed that a service provider is not capable of meeting all service requirements. The PCSD also reserves the right to make an award without further discussion. Therefore, responses should be submitted with the best viable offer.

1.10.7 Georgia Code TITLE 20 – EDUCATION

As mentioned in section 1.10.2, all contracts must comply with Georgia law, including Georgia CODE TITLE 20 – EDUCATION CHAPTER 2 – ELEMENTARY AND SECONDARY EDUCATION ARTICLE 10 CONTRACTS AND PURCHASES BY PUBLIC SCHOOLS. The PCSD is soliciting a multi-year agreement. However, the terms of the contract must comply with § 20-2-506 of ARTICLE 10 covering the authority to enter into multi-year agreements.

1.11 Miscellaneous Requirements & Information

There are no additional requirements outside of those identified elsewhere in this RFP.

1.12 Addenda & Opening of Proposals

The PCSD reserves the right to amend this RFP prior to the proposal due date. All amendments and supplemental information, including material Q&A, will be posted to the USAC EPC Portal in the event of E-Rate eligible products or services.

1.13 Request for Clarification or Additional Information

The PCSD reserves the right to request additional supporting information to facilitate the evaluation and scoring of a proposal. Such a request will be submitted via email along with a courtesy phone notification. All responses must be made in writing and typically be received within 48 hours of the request for additional information.

2. RESPONSE GUIDELINES

Vendors should provide a thorough description of the proposed solution, which must meet the requirements established in this RFP. The proposal should include all the necessary detail in a clear, concise form so that the submission can be scored during the evaluation process without the need for any additional details.

All proposals must be signed by a vendor representative with legal authorization to enter the vendor into a legally binding agreement. Proposals must include all the required components referenced in this RFP, including the line item detail and price summary digital files, E-Verify certification and, when applicable, sample contract.

Whenever possible information should be summarized in the form of tables, diagrams or other visual representations. Emphasis should be placed on concise language and limited to information that is relevant to the services and requirements identified in this RFP.

As noted in Section 2.2, the proposal and Appendices should be submitted in digital format. All of the proposal contents should be included in a single file except for the pricing information, which should be included in separate file(s) in order to ensure pricing confidentiality.

2.1 Proposal Contents

A proposal should include at least each of the following sections.

2.1.1 Executive Summary

The Executive Summary should include a brief statement covering the service provider's understanding of the services or products included in the RFP and how the proposed services meet the stated requirements. The Executive Summary should include the company's name and address as well as contact information for the proposal point of contact and legal representative.

2.1.2 Table of Contents

The Table of Contents should accurately identify all the sections and content contained within the proposal.

2.1.3 Vendor Qualifications

The Vendor Qualifications summary should include the following basic information: Company name and legal form, full address, accounts receivable contact information, account executive or service manager contact information, helpdesk contact information, project manager contact information, Federal Tax ID, E-Rate SPIN, and a recent D&B report (if applicable).

Furthermore, the Vendor Qualification section should address the following:

- a. The existence of any pending litigation that might impact the ability of the Vendor to provide the services detailed in the proposal

- b. A brief company history and description of the size of the organization, mission, locations, revenue and/or market share.
- c. A brief description of the Vendor's commitment to K-12 education and K-12 clients
- d. References for 1-3 similar clients in the K-12 market
- e. A list of all personnel that would be assigned to the project(s) covered in this RFP (if applicable)
- f. A description of why the vendor is qualified to provide the products or services in this RFP

2.1.4 Solutions Qualifications

The Solutions Qualifications section should address the following:

- a. Detailed service specifications, including relevant technology and performance descriptions, and a clear understanding of the service requirements.
- b. What is the SLA for network performance and reliability?
- c. What is the SLA for identifying, communicating and addressing service or equipment outages?
- d. A description of the Vendor's support services
- e. A description of problem severity levels and associated response times.
- f. Statistical information on typical service outages or degradation
- g. A description of service change process.
- h. A description of the service installation process and timeline
- i. A description of any potential risks or concerns associated with the design, technology, service levels or implementation timelines.
- j. A description of what is in and out of scope from a support perspective, including any associated hardware
- k. A statement on network security and how the security of the District's data will be ensured during transmission
- l. For Internet Services, Identification of any demarcation points and DNS services

2.1.5 RFP Exceptions

If there are any discrepancies between the requirements defined in this RFP and the Vendor's proposal, those should be clearly stated.

2.1.6 Appendices

The following Appendices must be included in the proposal.

- a. Completed Statement of Eligibility and Compliance
- b. Completed Contractor Affidavit
- c. Certificate of Eligibility
- d. Sample Service Contract
- e. Client References (optional: insurance cert, bank refs, vendor refs)
- f. Pricing Attachment A (RFP731521001A.xlsx)

2.2 Proposal Format

Proposals and attachments must be sealed and submitted to the District's Board of Education office in hard copy form accompanied by a complete copy in digital format on a USB drive.

2.3 Pricing & Terms

Pricing must be at the line-item level and must adhere to the format provided in the pricing schedule file (RFP731521001A). All pricing for installation and any additional equipment required to provide the service must be included.

The District is requesting pricing for a 12-month service term.

Furthermore, the District requires the option to upgrade any single location or multiple locations to a higher service level during the life of the contract at the prices quoted in the proposal.

It is expected that all the proposed solutions will require additional charges, including but not limited to, Georgia USF, Federal Universal Service Charges, and other eligible taxes. In the Cost Proposal, the vendor is required to indicate whether their proposed pricing includes all estimated taxes and fees. If the cost provided by the vendor does not include the estimated taxes and fees, the vendor must provide the expected percentage for these additional charges.

2.4 Submission

All proposals must be mailed or hand-delivered to the District's Board of Education office located at **16 Jackson St, Zebulon, GA 30295** and addressed to the *attention of Mr. Matt Westbrook*. Response packages must include a hard copy of the proposal with an accompanying digital copy. No proposals should be sent via email. Proposals submitted through other means will not be considered. *Proposals must be received by: 5:00PM EST 3/12/2021*. Responses will remain sealed until after the deadline and will be opened in the presence of the evaluation committee.

3. WAN SERVICE REQUIREMENTS

3.1 Objective

The District is evaluating bids wide area fiber connectivity between the District's Technology Complex and other facilities. The objective is to provide reliable, secure and cost-effective connectivity for faculty and students at these facilities.

3.2 Current Environment

The current service is a point-to-point lit fiber service with each facility connected to the Technology Complex via 10Gbps circuits.

3.3 Service Requirements

The District desires a solution that will provide 10Gbps of capacity between the Technology Complex and the other facilities. The preference is for a point-to-point solution with secure connections for traffic between each location.

The District will consider proposed non-PtP solutions that are comparable to the current service, providing at least 10Gbps effective throughput between each location and the headend at the Technology Complex so long as other requirements are met.

The District is only evaluating options for Layer 3 lit fiber service and is not considering dark fiber or self-provisioning.

Layer 3 lit fiber service should include QOS for PCOIP and Voice Traffic, with a routing protocol of the vendors choice (OSPF is currently used), as well as the following features:

- The service provider should actively perform network monitoring and notify the District at the point of any disruption of service. At no time shall it take longer than thirty (30) minutes to send notification from the time the outage occurs.
- Support services shall available 24 hours per day, 365 days per year.
- The service provider shall install all services and equipment included in the proposal.
- The network shall be available 24 hours per day, 365 days per year.

The proposal should include any additional equipment that is required in order to activate or maintain the service.

If the lit fiber solution includes oversubscribed connections, it must clearly be stated in the response and a technical justification must be provided.

The proposed design for any solution, binding SLAs, required equipment and all associated costs will be weighed in the evaluation.

For any proposed solution, the prospective vendor must connect to an existing (MDF) for each facility.

Internet Access should not be included in the proposal. The District currently administers its own firewall.

3.4 Service Locations

See "Locations" worksheet in RFP731521001A.xlsx for details.

Appendix A
STATEMENT OF ELIGIBILITY AND COMPLIANCE

I certify that I have read and understand the terms and conditions herein. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP response, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this bid for the Service Provider.

SUBMITTED BY _____ DATE _____

TITLE _____ EMAIL: _____

COMPANY NAME _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

COMPANY WEBSITE _____ S

SIGNATURE _____

Appendix B
CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13- 10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Pike County Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

(Federal Work Authorization User Identification Number)

(Date of Authorization)

(Organization Name)

I hereby declare under penalty of perjury that the forgoing is true and correct. Executed on _____, 2021 in _____(city), and _____(state).

Signature of Authorized Officer or Agent

Name(s) and Title(s) of Authorized Representative(s)

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 2021.

NOTARY PUBLIC

My Commission Expires:_____

Appendix C
CERTIFICATE OF ELGIBILITY
(Certificate Regarding Debarment, Suspension, Ineligibility)

The Pike County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Appendix D
SAMPLE CONTRACT

A sample contract must be provided by the prospective Service Provider.

Appendix E REFERENCES

References should be for client school districts or else clients with similar requirements and service levels.

1. School or Company Name _____

Description of Service(s) _____

Service Start Date _____

Contact Person _____

Contact Phone _____

Contact Email _____

2. School or Company Name _____

Description of Service(s) _____

Service Start Date _____

Contact Person _____

Contact Phone _____

Contact Email _____

3. School or Company Name _____

Description of Service(s) _____

Service Start Date _____

Contact Person _____

Contact Phone _____

Contact Email _____

Attachment A
PRICING FORMS

Pricing information must be included with a proposal. Please utilize the pricing worksheet in ***RFP731521001A.xlsx***. Additional columns may be added following the last of the required columns.

School / Admin sites	Connection Speed	Connection Charge	Other One- Time Charge	Monthly Recurring	Total E-rate Eligible	Total E-rate Ineligible
----------------------------	---------------------	----------------------	---------------------------	----------------------	--------------------------	----------------------------