



Minidoka County School District #331

BID OPENING DATE: Friday, March 8, 2019, 10:00 am
(Sealed Bids Accepted Until 10:00 am)

Minidoka County Goals of Bid:

The primary goal of this Request for Proposal (RFP) is to secure the most reliable, efficient, and cost-effective WAN and Internet access for students and teachers in Minidoka County Schools and remain in compliance with all rules, regulations, filing and application procedures and deadlines of the Universal Service Administrative Company (USAC), Schools and Libraries Division. Cost will be the primary factor but not the only factor in the selection of the vendor.

Minidoka County Schools is accepting bids for a Fiber Wide Area Network (WAN). Bids must be a fiber solution. The bid should also include 1GB of Internet Access, and the proposal should list the option to increase internet bandwidth in 100Mbps increments.

A contract will be awarded for a 36-month period (July 1, 2019 – June 30, 2022) contingent upon approval of E-rate funding on an annual basis, with the school district having the option of two one-year extensions (July 1, 2022 to June 30, 2023 and July 1, 2023 to June 30, 2024.) Options will be executed at Minidoka County Schools' discretion provided pricing remains the same as originally agreed upon, vendor continues to meet all other requirements, the school district continues to be funded through the E-rate program, and when executing the Options does not violate bid laws or E-rate guidelines.

In connection with the execution of this contract, the vendor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, or any other legally protected categories.

Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers catalog numbers, etc., is intended to set quality standards and does not exclude bids from others as long as quality standards are met. Pictures, descriptions, and specifications shall accompany all bids.

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Schedule of Events:

The following schedule of events is the required schedule for this project. The schedule may change depending upon the responses to the RFP. A final schedule will be established prior to contracting with the vendor who is selected.

| Event | Date |
|---------------------------------------|-----------------------------------|
| Release RFP to Bidders | Thursday, Feb 7, 2019 |
| Deadline for Proposal Submission | Friday, Mar 8, 2019, 10:00 am |
| Bid Opening | Friday, Mar 8, 2019, 10:00 am |
| Evaluation of Responses | Friday, Mar 8 – Tue, Mar 11, 2019 |
| Contract Award (School Board Meeting) | Monday, Mar 18, 2019 |
| Installation Completed | June 30, 2019 |
| | |

Vendor Qualifications\Responsibilities:

In the best interest of Minidoka County Schools, a minimum set of qualifications is required from each participating vendor. The possession of these qualifications will ensure that Minidoka County Schools receives efficient, reliable, and professional service. Preference will be given to vendors with the most experience in WAN/Internet operations within a K-12 educational environment. Minidoka County Schools reserves the right to reject any and all proposals, and also reserves the right to award the contract in a manner that is in the best interest of Minidoka County Schools. Vendors wishing to submit a response to this RFP must meet, at a minimum, but not limited to, the following requirements and submit proof of meeting these requirements with bid submissions.

Any bid received that is incomplete, late, or otherwise incorrect, as per the instructions on this RFP, will be excluded from consideration in the bid process.

Vendor must maintain eligibility to participate as a service provider in the E-Rate program through the term of the contract.

The Vendor must meet Universal Service Administrative Company (USAC) requirements for telecommunications provider, or internet service provider, or service provider, as applicable, for the term of the contract.

The Vendor must maintain “Green Light” status with the Federal Communications Commission (FCC) for the term of the contract. If the vendor receives a “Red Light” status with the FCC during the term of the contract, the vendor must notify Minidoka County Schools of the situation.

The Vendor must have a Telecommunications Service Provider Identification Number (SPIN) for E-rate eligible items.

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The Vendor will prepare E-Rate form 471 Item 21 listing describing the products and services for which funding is being sought.

All vendors submitting a bid are responsible for understanding USAC and FCC E-Rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-Rate funding and should be filed as ineligible fees/charges.

The Vendor must have at least five years experience in implementation and support of WAN operations in a K-12 environment in Idaho.

To ensure prompt response time, vendor must have offices located in the State of Idaho.

The Vendor must be able to provide remote support of the entire system.

The Vendor must be able to provide on-site maintenance using experienced and qualified personnel.

Vendor must provide a network diagram and description of the network design including transport speeds between each location.

The Vendor must submit at least three references who can verify successful completion of similar projects (WAN\Internet).

The Vendor must provide technical support, as a minimum, Monday through Friday, 7:00 am to 5:00 pm. However, 24 hour support will be given priority in the decision process.

The Vendor must provide a transition\implementation plan clearly defining and describing the activities and timelines necessary to complete implementation of each of the services (WAN and Internet) at all of the requested sites.

It is understood that, except as otherwise specifically stated in this RFP, the Vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the Vendor.

The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Vendor's expense. Labor shall include all restoration (leveling, sodding, etc.) of grounds broken up during the installation of this network.

The Vendor and his representatives shall follow all applicable school district regulations while on Minidoka County Schools' property, including the no smoking, no weapons, and drug free policies. In addition, any Vendor must comply with the provisions of District Policy 428.00 with respect to access to school property by registered sex offenders.

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No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the Vendor's logo clearly visible.

The Vendor must maintain compliance with the specifications of this bid throughout the life of any awarded contract.

Bid Specifications

Internet Access

The Vendor will provide leased internet access services with 1GB or 10GB connection to the internet, which will be shared between all Minidoka County Schools' locations, with list pricing options for increasing bandwidth by units of 100MB. Vendor must provide a centralized access point to the Internet at the Minidoka County School District Service Center (DSC) building, and then distribute access to education facilities through the WAN. Minidoka County Schools will provide the firewall/security equipment and software. Minidoka County Schools will also require 45 public IPv4 addresses. Internet access must also be able to provide IPV6 public addresses.

Wide Area Network (WAN)

The Vendor will provide leased fiber optic WAN to nine sites listed in Attachment 1. Bid should include options for Full Duplex 1GB connectivity and 10GB bandwidth speeds.

The Vendor must also include prices and options for three sites listed in Attachment 2. Bid should include options for Full Duplex 100MB connectivity and 1GB bandwidth speeds.

The Vendor must also provide Layer 3 routing and Quality of Service (QoS) throughout the WAN to ensure highly reliable data, video, and voice operations. All solutions must be fiber optic.

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Availability of Services:

The Vendor should be prepared to guarantee the availability of all services (Internet and WAN) at 99.9% as calculated by the following formula:

$$\frac{(\text{Minutes in a day}) \times (\text{days in a month}) - (\text{outage time in minutes})}{(\text{Minutes in a day}) \times (\text{days in a month})}$$

The Vendor should also be prepared to guarantee the throughput of the network meets the quoted rate, taking into account normal network overhead, 99.9% of the time. The Vendor must propose and Minidoka County Schools must agree upon a throughput measurement tool to measure and ensure compliance with this requirement. The Vendor will be required to provide a monthly report and ad hoc reports, as needed, to Minidoka County Schools to enable them to assess network usage trends. Payment will not be made by the customer for network outage time that exceeds 0.01 percent on a per site basis.

System and services must be installed, tested, and fully operational to all specified sites at least 48 hours prior to 7:00 am, July 1, 2019. If the system is not operation by that time, the Vendor must provide alternative connectivity to all specified locations at the Vendor's cost. Minidoka County Schools reserves the right to terminate the contract and reward services to the next qualified Vendor if the system and services are not available at the time and date specified above.

Service activation must be transparent. Any down time required to activate the system and services must be approved by Minidoka County Schools.

The vendor must provide documentation on the resources they will use to manage, monitor, and repair equipment and infrastructure at all locations.

Minidoka County Schools reserves the right to cancel the contract with the Vendor for non-performance at any time during the contract period. Nonperformance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, poor installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services as determined by the Minidoka County School District.

If needed, service improvements and speed increases are an option during the contract period as long as both Minidoka County Schools and the vendor agree to the change proposed.

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Basis of Award:

In accordance with the guidelines of USAC, this contract will be awarded to the most cost-effective provider. Price will be the primary factor, but not the sole factor, in evaluating the bids. As stated in the Vendor Qualifications, other factors of consideration will be prior experience, including past performance; personnel qualifications, including technical excellence; and management capability, including schedule compliance. Award will be made to the responsive and responsible bidder offering a proposal that is deemed the most acceptable and advantageous to Minidoka County Schools.

Bid Submissions:

Please send all proposals and supporting documentation to:

Bid for Internet Access\WAN
Minidoka County School District
310 10th Street
Rupert, ID 83350

Do not Fax proposals.

As stated in the Schedule of Events, all bid proposals must be received in the Minidoka County School District Service Center no later than 10:00 am, Friday, March 8th, 2019.

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As a minimum, the bid package must include:

One original paper copy of the entire proposal, including References as specified in this RFP.

Inquiries:

All correspondence and inquiries regarding this RFP should be addressed to:

Kent Jackson
IT Director
Minidoka County Schools
310 10th Street
Rupert, ID 83350
208-436-9149

kjackson@minidokaschools.org

Questions concerning this RFP will be accepted via email through Thursday, March 7th, 2019. Any changes, additions, modifications to this RFP will be posed to the Minidoka County Schools webpage at <http://www.minidokaschools.org>. Vendors are responsible to check for modifications.

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**BID RESPONSE FORM
Page 1**

NAME OF FIRM:

ADDRESS OF FIRM:

ERATE SPIN NUMBER:

RESPONSIBLE PERSON'S NAME AND AUTHORIZED SIGNATURE*

DATE: _____ TELEPHONE: (_____)

*Signature certifies that the proposed solution and services meet all requirements outlined in the RFP and that the vendor will comply with all specified requirements unless exceptions are noted below.

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BID RESPONSE FORM
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| WAN Connectivity, Internet Access (w/Firewall) | Monthly/Annual Costs | One-time Installation or Setup, if any |
|--|----------------------|--|
| 1GB Fiber Connectivity to all sites listed on Attachment 1.(Total Price) | \$ /\$ | \$ |
| Upgrade option of 10GB Fiber Connectivity to selected sites above. Attachment is allowed if more room is needed based on different prices because of site location etc. | \$ /\$ | \$ |
| 1GB Internet service for entire District with at least 45 Static Public IPV4 addresses, minimum (Entry point must be located at the Minidoka County School District Service Center) | \$ /\$ | \$ |
| Optional 10GB Internet service for entire District with at least 45 Static Public IPV4 addresses, minimum (Entry point must be located at the Minidoka County School District Service Center) | \$ /\$ | \$ |
| Cost per each additional 100Mbps of internet service | \$ /\$ | \$ |

If any of the above services contain both E-rate eligible and ineligible costs, please specify.

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**BID RESPONSE FORM
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| WAN Connectivity, Internet Access (w/Firewall) | Monthly/Annual Costs | One-time Installation or Setup, if any |
|--|----------------------|--|
| 100MB Fiber Connectivity to each site listed on Attachment 2.(Total Price) Attachment is allowed if more room is needed based on different prices because of site location etc. | \$ /\$ | \$ |
| Upgrade option of additional 100MB Fiber Connectivity to selected sites above. Attachment is allowed if more room is needed based on different prices because of site location etc. | \$ /\$ | \$ |

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Attachment 1
Erate Eligible**

Minidoka County School District Locations to be Serviced

Minidoka County School District Service Center
& Total Learning Center/Mt. Harrison Jr. High
310 10th St
Rupert, ID 83350

Acequia Elementary School
360 N 350 E Acequia
Rupert, ID 83350

Heyburn Elementary School
1151 7th Street
Heyburn, ID 83336

Paul Elementary School
201 North 1st West
Paul, Idaho 83347

Rupert Elementary School
202 18th Street
Rupert, ID 83350

East Minico Middle School
1805 H Street
Rupert, Idaho 83350

West Minico Middle School
155 South 600 West
Paul, Idaho 83347

Minico High School
292 West 100 South
Rupert, Idaho 83350

Mt. Harrison Senior High School
1431 17th Street
Heyburn, Idaho 83336

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**Attachment 2
Non-Erate Eligible**

Minidoka County School District Additional Locations to be Serviced

Food Service Building
429 12th Street
Rupert, ID 83350

Juvenile Detention Center
718 H St.
Rupert, ID 83350

Transportation Department
311 7th Street
Rupert, ID 83350