

**Forrest M. Bird Charter Schools
614 S. Madison AVE
Sandpoint, ID
83864**

**Request for Proposals
Category 1 - Managed Internet Service**

I. General Information:

Forrest M. Bird Charter Schools (FBCS) is requesting proposals to provide and manage lit fiber internet access service. FBCS reserves the right, where it may serve the schools' best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions. Following the notification of the selected respondent a contract must be signed between both parties no later than (NLT) May 5, 2017.

All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism. All responding vendors must be a registered vendor with USAC and have a USAC issued Service Provider Identification Number-SPIN. Responding vendors who do not have a USAC issue SPIN must demonstrate reasonable efforts to obtain a SPIN before the service start date.

All solutions can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs. Based on the bids and both a short term and long term cost effectiveness analysis, FBCS will determine which of the solutions is acceptable.

In E-rate terminology, **Special construction** refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components:

- A. Construction of network facilities;
- B. Design and engineering; and
- C. Project management.

Note: The term "special construction" does not include Network Equipment necessary to light fiber, nor the services necessary to maintain the fiber. Charges for Network Equipment and fiber maintenance are eligible for Category One support as separate services, but not as special construction.

Inquiries concerning this request for proposals may be sent by electronic communication to ryan@forrestbirdcharterschool.org. Phone callers, mail, faxes and other forms of communication will be directed to the above email address for documentation purposes.

II. Nature of Services Provided & Scope of Work to be Performed (Requirements):

- A. Leverage E-Rate Category 1 funding to provide managed lit fiber internet access service rated at 300Mbps/300Mbps burstable to 500Mbps/500Mbps.
- B. Provide and maintain all necessary equipment at FBCS.
- C. Provide a block of 5 public IP addresses.
- D. Provide ACL capability and ACL management capabilities.
- E. Vendor handoff capabilities to FBCS shall be via Ethernet and SFP/SFP+ ports, connecting to existing Cisco Meraki network equipment at Forrest Bird Charter High School (615 S. Madison) at the wiring closet located in the High School Tech Room.
- F. Provide capability to handoff selected public IPs on separate Ethernet and SFP/SFP+ interfaces.
- G. Provide all billing to clearly show E-Rate eligible goods and services and break out any non-eligible components and special construction costs.
- H. Provide all necessary support and documentation required in the event of E-Rate Program Integrity Assurance and audit requests.
- I. Comply with local building codes and typical industry IEEE 802 standards for installation of all components and service.
- J. Ability to provide bandwidth utilization reports to FBCS and the Idaho State Department of Education upon request, including min, max, average, and 95th percentile metrics at 5 minute intervals.
- K. Utilize the SPI reimbursement model with USAC.

III. Description of the Entity:

FBCS is a 6-12th grade public charter school consisting of 2 buildings (614 and 615 S Madison Ave) on the same campus with fiber LAN connectivity between buildings. Our current student enrollment is 354 students. The district has approximately 1100 unique devices monthly connected to our LAN. Connectivity between buildings is handled by the LAN and is not with the scope of this RFP.

IV. Important Dates:

- A. RFP Issued: March 15, 2017
- B. Due Date for Proposals: April 20, 2017
- C. Anticipated Award Notification: April 21, 2017
- D. Contact Execution: NLT May 5, 2017
- E. Date Service Must Start: July 1, 2017

V. Proposal Requirements:

- A. Submission of Proposals: The following materials are required to be received by April 20, 2017 for a responding vendor to be considered. Respondents may send or deliver the proposal to the physical address at the top of this RFP or by electronic message to ryan@forrestbirdcharterschool.org

- B. Title Page: A title page showing the request for proposals subject; the respondents name, address and telephone number of a contact person, email address of a contact person; and the date of the proposal.
- C. Transmittal Letter: A signed letter of transmittal briefly stating the respondents understanding of the work to be done, understanding of the requirements in sections I, II, and V of this RFP, the commitment to deliver the service on the start date, and a statement that the proposal is a firm and irrevocable offer for 90 days.
- D. Description of Proposal: Respondent will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other details FBCS may find useful or necessary (or could differentiate the solution from a competing proposal).
- E. Technical Proposal Document: A detailed technical proposal document should follow the order set forth in section V item F (Technical Proposal Document) of this RFP.
- F. Technical Proposal Document:
 - 1. General Requirements: The technical proposal should demonstrate the qualifications of the respondent to provide the services requested. While additional data may be presented, the following items 2-12 must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.
 - 2. Independence: An affirmative statement that it is independent of Forrest M. Bird Charter School.
 - 3. Licensed to Operate in Idaho: An affirmative statement should be included indicating that the respondent is properly licensed to operate in Idaho.
 - 4. Vendor Qualifications and Experience:
 - a. 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.
 - b. The respondent shall provide information on circumstances and status of any disciplinary action taken or pending against the respondent during the past five (5) years with state regulatory bodies.
 - c. The respondent shall provide information on circumstances and status of any violations during the past five (5) years regarding E-Rate funding with USAC.
 - d. 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 schools and school districts using E-Rate funding. Indicate the scope of work, dates, and the name and telephone number of the principal client contact.

5. **Specific Installation Approach:** The proposal should set forth a work plan, including a timeline of when the work will be performed and how the respondent intends to install the services.
6. **Identification of Anticipated Potential Problems:** The proposal should identify and describe any anticipated potential problems, the respondent's approach to resolving these problems and any special assistance that will be requested from FBCS.
7. The respondent shall provide their USAC SPIN number & DUNS Number
8. Price quotes are requested for 12 month, 24 month, and 36 month terms of service. Prices should be all inclusive. All-inclusive in this case means, including all **special construction or non-recurring costs (NRC)** required by the vendor to commence service and all **monthly recurring costs (MRC)**. No increased pricing will be allowed during the term of the quoted special construction/NRC and MRC rates.
9. **Network Diagram:** For each response, respondents must include a network diagram displaying the paths to be used to serve the specified site.
10. **Certification:** The respondent shall provide certification that the person signing the proposal is entitled to represent the respondent, empowered to submit the bid, and authorized to sign a contract with FBCS. The respondent shall provide acceptance of all conditions, requirements, and clauses set forth in this RFP.
11. **Service Level Agreement:** The respondent will provide a proposed Service Level Agreement (SLA) with the RFP response. The proposal must include a description of the following services and how these services will be measured.
 - a. **Fiber Network Availability:** Acceptance by the provider to make all reasonable efforts to ensure 99.9 network availability of services provided.
 - b. **Frame/packet loss Commitment:**
 - c. **Network Latency Commitment:**
 - d. **Network Jitter Commitment:**
 - e. Acceptance there is no right of provider to limit or throttle the capacity of the circuit at any time for any reason
12. **Special Construction and Non-recurring Cost:** Respondents providing proposals which require an upfront payment may include a special construction cost or non-recurring cost. This upfront payment is considered **special construction** if any new fiber is being installed. If new fiber installation is not necessary, the payment is considered a **non-recurring cost** and must be reflected accordingly.

New fiber special construction charges for lit service as defined by the order include construction, design, engineering and project management. The applicant requests that the respondents consider allowing FBCS to pay the non-discount share (share of special construction costs that are the responsibility of the applicant) to be paid in equal monthly installments over the first 12 month of service. Responses must include agreement or non-agreement of this request.

All E-rate applications including special construction are subject to review and detailed questioning. Respondents should be prepared to promptly provide the following information:

- a. A map file of the proposed fiber route in kmz or json format
- b. The cost per foot of fiber
- c. The cost per foot of fiber installation (splicing, pulling through conduit, hanging on poles)
- d. The cost per foot of outside plant materials (conduit, handholes, aerial make ready materials)
- e. The cost per foot of outside plant (trenching, handhole and marker installation, installation of aerial make ready materials)

The amount of special construction capital requested will be reviewed based on the cost of historical fiber builds in the region. Respondents should consider other business that may be generated by building fiber into the region and request only the special construction capital allocable to the FBCS service.

VI. Clauses and Conditions

1. Upon acceptance of a signed proposal, the district and winning respondent will enter into a contract for the selected term with service starting July 1, 2017.
2. If Forrest Bird Charter School does not qualify or receive E-Rate funding or a match for special construction for any reason, FBCS reserves the right to stop / cancel all services, contracts, and construction. This includes services, contracts, and construction already executed, started, and/or signed. FBCS will give the provider 15 days' notice of cancellation and shall not be held liable for any costs beyond 15 days' notification. FBCS shall not be responsible for any early termination fees.
3. The provider will monitor all of their equipment and service and will contact FBCS in the event of outage within 30 minutes. The respondent will also contact the FBCS when service is restored. Contact will take place via text and or phone call with the school designated contact/s.
4. The provider will ensure, at a minimum, that all functions of its solution are reliable and available to FBCS during the Period of Prime Usage. The provider will also

ensure delivery of at least 300Mbps/300Mbps during the Period of Prime Usage. This Period of Prime Usage is 7:00 AM to 4:00 PM, Pacific Time, Monday thru Friday, excluding holidays. System maintenance will be coordinated ahead of time with FBCS and will be conducted outside these hours to prevent service interruption. The provider will make all reasonable efforts to ensure an overall 99.9% network availability of services provided.

VII. Evaluation Procedures:

- A. Evaluation Committee: Proposals submitted will be evaluated by a committee consisting at a minimum of the school technology director and business / finance manager.
- B. Evaluation of Proposals: 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 respondent and assign a point value to each area of competency. As part of this evaluation, the committee may hold discussions with all qualified respondents. Discussions may be conducted via teleconference or may take the form of questions to be answered by the respondents and conducted by E-mail. The committee will choose the respondent whose overall proposal provides the most advantageous offer to Forrest M. Bird Charter School, considering price and the other evaluation factors with cost being the highest weighted factor.

C. Evaluation Criteria:

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

Criteria: (% Weight):

E-rate eligible recurring and one-time circuit costs¹: 30%

Ability to support RFP requirements²: 25%

Service reliability³: 20%

Respondent experience with similar K-12 projects and services provided: 15%

Turn Key Solution⁴: 10%

Notes:

1. **E-rate eligible circuit cost** is the total cost of ownership that includes special construction and NRC in addition to MRC and includes any and all services that will be applied on a monthly recurring basis. E.g. for self-provisioned fiber, recurring circuit costs will include operate, maintain, ISP, and any other monthly service fees. E-rate special construction costs should be clearly indicated and separated from any other E-rate eligible NRC cost. All services offered must be eligible for E-rate Category 1 discounts.
2. **Requirements:** preference will be given to bidders who can provide the highest level of compliance to all requirements laid out in this document.
3. **Service Reliability:** preference will be given to bidders that provide a favorable SLA for the district, and have a robust network architecture and documented history of service reliability.

4. **Turn-key solution:** the district has a clear preference for providers who can offer a “bundled” holistic, all-in-one solution and effort required by the district before, during, and after installation is minimal. Therefore preference will be given to bidders who either offer all services independently or via 3rd party subcontractors as a complete package including fiber construction, terminating equipment, fiber installation and operations, and scheduled and unscheduled maintenance.
5. **E-rate Modernization Order Note:** Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information.