

REQUEST FOR PROPOSAL
FOR
WIDE AREA NETWORKING

USAC/E-RATE 470 # 125190001212532 – Port Angeles School District #121

PROPOSALS DUE:
Monday, March 10th, 2014 at 4:00 PM

Port Angeles School District #121
216 East 4th Street
Port Angeles, WA 98362

OVERVIEW

The Port Angeles School District #121 (the “District”) is requesting proposals to provide wide area network services to the sites listed. The District will entertain proposals in the following categories:

- 1) Managed Ethernet service to all sites in bandwidth ranges from 100Mb to 1 GB
- 2) Internet service as part of a Managed Service
- 3) Dark fiber (unmanaged) as an alternative to Managed Service (in accordance with USAC/SLD eligibility)

Vendor proposals must provide service to all sites listed in the Preparation of Proposal section. Proposals without pricing for all sites will not be considered. (Any optional pricing is clearly indicated below.)

VENDOR WALK THROUGHS WILL BE ON Friday, February 28th, 2014. YOU MUST EMAIL Jarred Blauser (jblauser@portangelesschools.org) TO BE ADDED TO THE WALK THROUGH LIST.

Service Providers must be able to provide this service in compliance with Federal E-rate regulations, including having a valid SPIN number. Proposals from Service Providers without a SPIN number will not be considered.

This RFP is being posted and advertised in compliance with Washington State RCW 39.04.270.

INSTRUCTIONS TO SERVICE PROVIDERS

1. INTERPRETATION OF PLANS AND DOCUMENTS:

If any person contemplating submitting a response for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, or find discrepancies in, or omissions from, the plans or specifications, the person may submit to the authorized representative a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Such request must be submitted not less than five (5) days prior to the response due date. Any interpretation or correction of the contract documents will be made only by written addendum duly issued and a copy of such addendum will be posted on the district web site next to the original RFP document. Port Angeles School District will not be responsible for any other explanations or interpretations of the contract documents. No oral interpretation of any provision in the contract documents will be made to any service provider or binding on Port Angeles School District.

2. PREPARATION OF PROPOSAL:

Each proposal shall include the following items:

- Service Provider’s Name, Address, Contact Information (including Agent’s Name and Telephone Number), SPIN Number
- Pricing for site addresses and bandwidth configurations listed, signed by a person authorized to provide pricing and enter contracts, with the signature in full. (Failure to sign the response shall be deemed non-responsive.)
- Service Level Agreement, including written acknowledgement of the testing requirements in the Network Performance Characteristics section.
- References of at least three (3) customers of similar size and scope, with at least one (1) of those being a school district in the State of Washington and at least one (1) of them where you have provided services that generated Federal E-Rate funding for at least two years.
- Appendix B – Certifications
- Network design documents, including : schematics and/or technical descriptions of installation paths, proposed equipment, and environmental needs for each specified location
- High-level network design to include network redundancy provisions
- Method and tools for testing network performance characteristics
- Any additional documents that would be required by your organization to enter into this contract (including sample terms and conditions)

Any omission of prices on required items shown in the proposal form may render the proposal as being incomplete and may become cause for rejection of the proposal, at the sole discretion of the District. When not responding on an item, specify by a N/A in the appropriate space.

No service provider may withdraw a proposal after the date and hour set for the delivery of responses thereof and before the award of the contract, unless said award is delayed for a period exceeding forty-five (45) days.

3. DELIVERY OF PROPOSAL:

A. Each proposal shall be completely sealed in a separate envelope, properly addressed to the Port Angeles School District at the address indicated on the proposal form, with the name and address of the service provider and the name of the project for which the response was submitted, plainly written on the outside of the envelope.

B. Sealed proposals will be received at the time and place stated in this Request for Proposal. It is the sole responsibility of the service provider to see that the proposal is delivered on time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the service provider unopened.

C. Proposals shall be submitted intact, including all proposal documents and acknowledgment of all addenda posted on the Port Angeles School District web site.

D. Upon delivery, proposals become the property of the Port Angeles School District.

PROPOSALS ARE DUE Monday, March 10th at 4:00 p.m., and
MUST BE MAILED/DELIVERED TO:

Kelly Pearson
Port Angeles School District #121
216 East 4th Street
Port Angeles, WA 98362

ENVELOPE MUST BE CLEARLY MARKED:

Request for Proposal for Wide Area Networking,
Due: Monday, March 10th at 4:00 p.m.,
Attn: Kelly Pearson

NOTE: Faxed, e-mailed, or electronic copies will NOT be accepted.

4. TAXES:

Proposals shall include any applicable taxes. Port Angeles School District is exempt from certain Federal Taxes, and exemption certificates will be furnished. Service Provider is responsible for any taxes that are applicable to the services and products provided.

5. CONTRACT DEFAULT:

Your proposal is subject to all terms and conditions as herein established in this request and includes price, quality, and delivery. Failure to provide services by the agreed project timeline and at the prices proposed will be considered contract default and the Purchasing Department reserves the right to declare the contract terminated and to purchase the merchandise on the open market. If a greater price than the contract price has been paid by the Port Angeles School District Purchasing Department, such increase shall be the service provider's responsibility.

6. SERVICE PROVIDER ELIGIBILITY:

Service Providers must be in good standing with the FCC, USAC, and SLD. Service Providers must have an active Service Provider Identification Number (SPIN) assigned by the Schools and Libraries Division (SLD), and maintain the valid SPIN number for the duration of the contract. Failure to maintain a valid SPIN number may result in default of this contract.

7. SERVICE PROVIDER/PORT ANGELES SCHOOL DISTRICT RELATIONSHIP:

Service Provider’s relationship to Port Angeles School District in the performance of services that may be required for certain items shall be that of an independent contractor. The personnel performing services under this contract shall at all times be under Service Provider’s exclusive direction and control and shall be employees of service provider and not employees of Port Angeles School District. Service provider shall cover or insure all of its employees performing services under this contract in compliance with the applicable laws relating to workman's compensation and employers’ liability insurance.

8. NON-DISCRIMINATION AGREEMENT:

Service Provider agrees not to discriminate against any client, employee or applicant for employment on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability. The service provider must also comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of Port Angeles School District.

9. BILLING:

Service Provider must be willing to accept direct payment from the Schools and Libraries Division (SLD) of the Universal Service Administration Company (USAC) for the eligible portion of services provided.

Funding Commitment Considerations

As described in e-rate program rules, both the Port Angeles School District (District) and the Service Provider will receive a Funding Commitment Decision Letter (FCDL) stating how much of the Service Cost will be paid for by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The portion of the Service Cost paid for by USAC is defined on the FCDL and is referred to as the Discounted Portion. The difference between the Service Cost and the Discounted Portion is referred to as the Undiscounted Portion. In some cases, the FCDL may state that the funding is completely denied. A “Funding Year” is synonymous to USAC’s definition of a funding year, which is generally from July 1st until June 30th of the next year. An FCDL will be issued for each Funding Year, and is only applicable to that Funding Year.

Price and Payment if Funding is Approved

If the FCDL shows that funding is approved then the District, at its discretion, may choose to have the Amount Due be the Undiscounted Portion instead of the Total Service Cost.

Price and Payment if Funding is Denied

If the FCDL states that funding is completely denied for the Services then the District may terminate the Services on or after the date it receives the FCDL by providing a request in writing (“Termination Request”) to the Service Provider. The date that the District requests to terminate the Service (“Termination Date”) will be at least 15 days after the Termination Request.

10. REJECTION OF PROPOSALS:

Port Angeles School District reserves the right to reject any or all proposals and to not make an award. The award of the contract, if made by Port Angeles School District, will be made to the qualified service provider submitting the most satisfactory proposal based on the criteria in section 12, if it is to Port Angeles School District's best interest to accept such proposal. The right is reserved by Port Angeles School District to waive any informalities or errors in the proposal that, in the sole opinion of Port Angeles School District, do not materially affect the proposal (RCW

43.19).

11. BINDING CONTRACT:

A formal contract will be issued by Port Angeles School District. The issuance of a purchase order by Port Angeles School District to the successful service provider does not form a binding contract. This RFP and response shall become part of any contract between the Service Provider and Port Angeles School District.

12. CONTRACT AWARDING BASIS:

The District will award the contract on the following basis:

- Price (including amortized construction cost) 45%
- Technical Specifications, Design, and Service Level Agreement 35%
- Availability and Support 10%
- Customer References 10%

13. CONFLICTS OF INTEREST:

No director, employee or agent of the Service Provider shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee representative of the District, other than as a representative of the District, without prior written notification thereof to the District. Any representative(s) authorized by the District's Superintendent may audit all records of the Service Provider, that pertain to the District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

14. PRICE GUARANTEE:

Prices must remain firm for the duration of the contract as specified in Section 15.

Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Program. The successful service provider agrees to receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Fund ("USF"), and/or its agents, the National Exchange Carrier Associations ("NECA"), and/or the Schools and Libraries Division ("SLD"). The District and the successful service provider will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements as described under Section 254 of the Communications Act of 1934, as amended, 47 C.F.R. #254, and any competitive bidding requirements contained in 47 C.F.R.#54.504.

15. DURATION OF CONTRACT: JULY 1, 2014 TO JUNE 30, 2019:

It is anticipated that the initial contract shall be for a term of five (5) years. Contract may be renewed with concurrence of both parties in one (1) year increments, on an annual basis.

16. ASSIGNMENT OF CONTRACT:

The Service Provider shall not assign this contract, any part thereof, nor any monies owing thereunder, without the prior written approval of the District.

The Service Provider shall have total responsibility for meeting the terms and conditions of this contract.

17. ADVERTISING:

Award of this contract does not grant the right to the vendor to utilize the award in any advertising media without written consent of the District.

18. CONTACT INFORMATION:

For information about this RFP, please contact (in writing/email):

Kelly Pearson
Port Angeles School District #121
216 East Fourth Street
Port Angeles, WA 98362
Email: kpearson@portangelesschools.org

Service Providers are reminded that questions must be submitted in writing or e-mail, and the response will be e-mailed.

PROJECT REQUIREMENTS

Port Angeles School District is seeking proposals to provide a Wide Area Network to several district-owned properties.

EXISTING NETWORK CONFIGURATION:

It is the district's intent to integrate new services with existing network services to optimize existing resources. The District's Network Operations Center is located at The Port Angeles High School 304 East Park Avenue, Port Angeles, WA 98362. The facility currently has ten physical fiber connections:

- K-20 fiber**, providing a 100Mb K-20 Internet connection
- Wave Broadband fiber**, nine dark fiber runs providing a 1 Gb connection between the NOC and other sites throughout the district.

All district communications are managed at the NOC. Both data and voice solutions are provided over interconnecting fiber between sites. All Internet access is passed through the district firewall at the NOC before going out the K-20 network.

DESIRED NETWORK SERVICES:

The District wants to maintain and consider increasing network backbone speeds to all district sites based on current and projected network needs. The chart below outlines the sites and matrix for pricing. Service providers are welcome to provide additional bandwidth pricing (i.e. 10 Gb) in addition to the required capacities below.

Required Locations	Installation	Install Cost	Dark Fiber (Monthly)	100 Mbps (Monthly)	1 Gbps (Monthly)
Dry Creek Elementary 25 Rife Road, Port Angeles, WA 98363	Existing Dark Fiber Aerial				
Hamilton Elementary 1822 West Seventh Street, Port Angeles, WA 98363	Existing Dark Fiber Aerial				
Jefferson Elementary 218 East Twelfth Street, Port Angeles, WA 98362	Existing Dark Fiber Aerial				
Franklin Elementary 2505 S. Washington, Port Angeles, WA 98362	Existing Dark Fiber Aerial				
Port Angeles High School Gym and Maintenance 2912 South Peabody Street, Port Angeles, WA 98362	Existing Dark Fiber Aerial				
Lincoln High School 924 West 9th Street Port Angeles, WA 98363	Existing Dark Fiber Aerial				
North Olympic Peninsula Skills Center 905 W 9th St, Port Angeles, WA 98363	Existing Dark Fiber Aerial				
Central Services Building 216 East Fourth Street, Port Angeles, WA 98362-3023	Existing Dark Fiber Aerial				
Stevens Middle School 1139 West 14th, Port Angeles, WA 98363	Existing Dark Fiber Aerial				

Required Location - New Installation	Installation	Install Cost	Dark Fiber (Monthly)	100 Mbps (Monthly)	1 Gbps (Monthly)
Roosevelt Elementary 106 Monroe Road, Port Angeles, WA 98362	New Installation Aerial				
Pupil Transportation Center 627 Monroe Road, Port Angeles, WA 98362	New Installation Aerial				

PRICING CONSIDERATIONS:

Vendor proposals must provide service to all sites listed in the REQUIRED Locations section of this proposal. Proposals without pricing for all sites will not be considered.

NOTE: Please indicate in your response if you are willing to amortize the installation cost as part of monthly payments. (If installation cost is over \$500,000, USAC requires a 3-year amortization of construction costs.)

Managed Service

- Pricing should NOT include tax or any E-rate discounts.
- Pricing is per-site connection (i.e. each leg).
- It is preferred that bandwidth pricing be provided in increments roughly equivalent to: 10-50Mb, 100Mb, 500Mb, 1Gb, provided on a single fiber or Ethernet interface.
- Installation prices should be broken out separately.
- Appropriate taxes need to be listed as a separate line item.

Dark Fiber

- Please separately itemize the costs for on-premise construction vs. off-premise construction.
- Please provide a recommended list of compatible customer premise (CPE) equipment.
- In evaluating dark fiber proposals, the District may include the cost for any necessary customer premise equipment (CPE) and staff management time (NOC monitoring, etc.) to properly evaluate the cost comparison to a managed service.

PHYSICAL NETWORK REQUIREMENTS:

Network handoff is 1000Base-SX multimode fiber (preferred), or 1000BaseT Ethernet CAT6 or CAT7 connection.

When considering last mile access cable path options, the district prefers following an existing cable path of other utilities (i.e. electrical service). In locations where utilities are buried, any new cable should be buried in conduit per specifications below. Aerial installations will only be considered for facilities with existing aerial utilities.

Vendor will be responsible for the acquisition of any required city, county, or state permits. A copy of each permit application shall be furnished to the District within five (5) business days of application date.

UNDERGROUND

Underground cabling should be extended within 4” conduit buried in accordance with local code, at least three (3) feet underground with a warning tape at two (2) feet underground. Vendor is responsible for obtaining permission to use any existing conduit and will assume responsibility for any damage arising from use of said conduits during installation. Any conduit or cable pathway installed on PASD property as part of this project shall be available for additional use by PASD or other vendors in the future.

AERIAL

All aerial cable installations must be at a height sufficient to avoid mobile threats and of a material suitable for outdoor installations. Vendor will install an industry standard-colored warning ribbon for the type of cable being installed around the cable at each pole to which the cable is installed. The ribbon will contain vendor/installer’s

contact information.

FACILITY CONSIDERATIONS

Port Angeles Schools consist of plenum and non-plenum construction methods. Vendor is responsible for checking proposed cable path for any plenum areas.

- 1) Cable passing through any plenum rated ceiling space –
 - a) Any fiber cable extended through plenum airspace will be either plenum rated or will be installed within 2” EMT conduit. The conduit shall not be shared with any other form of media transport cable.
 - b) Any copper cable extended through plenum airspace will be plenum rated.

- 2) Cable extending within any non-plenum rated ceiling space.
 - a) Drop tile ceiling – All cabling must be suspended from ceiling using approved devices, i.e. Cable hangers, D-rings, J-hooks, cable slings. Cables shall be secured to suspension devices using Velcro straps. The cables will not be attached to ceiling tile, light fixture, HVAC, fire sprinklers or other existing device fixture hangers.
 - b) Open air ceiling – Cable must be extended within flex tube interduct and must be secured to, not suspended from, top of wall or ceiling.

Any outside wall or roof penetrations shall be sealed with silicone and subject to final approval and inspection by PASD Facilities personnel.

Pull strings must be left in all conduit and cable hanger pathways.

ASBESTOS

Final plans submitted by Service Provider will be subject to final review by the District’s AHERA officer for potential asbestos issues (asbestos abatement is not E-Rate eligible). Provisions may be made for price and/or technical design adjustments if proposed cable route is affected by asbestos.

EQUIPMENT / CUSTOMER PREMISE EQUIPMENT

Vendor shall provide a list of equipment that will be installed at each customer site with requirements for wall or rack mounting space, power consumption and ventilation requirements.

LOGICAL NETWORK DESIGN:

Service Provider’s solution must be able to support multiple VLANs, but initial design is one VLAN for all sites.

NETWORK MANAGEMENT:

NETWORK OPERATIONS CENTER (NOC) MONITORING:

Vendor shall provide, or arrange for, continuous network monitoring service (24 hours per day, 7 days per week) with immediate notification of service outages to the designated District contact. Vendor shall maintain a log of all outages including start/stop times, customer notification time and contact information, and root cause. These logs shall be available upon the District’s request.

DEMARCO / ACCESS TO FACILITIES

Service Provider is responsible for any and all circuit maintenance including conduit, cabling, and vendor provided customer premise equipment up to specified demarcation point. Access to PASD facilities for routine maintenance is available from 7:00 am until 5:00 pm provided 24-hour notice has been given to the PASD Technology Services department by phoning 360-TK. Emergency repair shall be coordinated on-site by calling the emergency number provided by the PASD Technology Services department.

NETWORK PERFORMANCE CHARACTERISTICS:

Service provider's network shall provide redundancy such that one network device will not disrupt service to all district sites.

The network performance from the demarcation point at the remote site to the demarcation point at the PASD NOC shall be that expected of a direct Ethernet LAN connection. The District will verify this before circuit acceptance by using the following criteria:

The IP address of a device directly connected to the local demarcation point (typically a router interface) will be pinged from a device directly connected to the remote demarcation point (typically a router interface). The testing will be a best-case scenario because no other traffic will be running on the connection during the testing.

The acceptable results from a ping test of 500 packets (size of 64 bytes each) will be that there are no dropped requests, the maximum round-trip time must be less than 4 milliseconds, and the average round-trip time must be 2 milliseconds or less.

The acceptable results from a ping test of 500 packets (size of 1500 bytes each) will be that there are no dropped requests, the maximum round-trip time must be less than 12 milliseconds, and the average round-trip time must be 8 milliseconds or less.

The Service Provider will submit as part of their response what they expect the maximum and average Ping round-trip times to be for the two tests.

The District will use the Windows Ping command and/or the Cisco router IOS extended Ping command to verify the performance. If using the Cisco IOS extended Ping command, various Data Patterns will also be used.

The District will be running voice and video traffic over IP on the connections, so Jitter is an important characteristic of the connection. The District expects jitter across the connection to be less than 30 milliseconds.

Currently the District doesn't have an easy method for testing Jitter. The Service Provider will make a recommendation with their response on how to test Jitter on the connection before the connection is turned over to the District and what they expect the results of the test to be.

Once the Circuit is operational the Service Provider will provide the District with a printed and electronic copy of the actual test results.

SERVICE LEVEL AGREEMENT:

Service Provider is encouraged to provide recent metrics of service level performance. Service Provider, as part of this proposal, shall attach a current Service Level Agreement (SLA) to include the following components:

- Normal customer service hours (staffed at least 7:00am – 5:00pm Pacific Time)
- Committed response time to normal customer inquiries
- Process for reporting after-hours outages/emergencies
- Committed response time, escalation and update procedures for after-hours emergencies
- Procedure for SLA review if terms are not being met
- Provisions for service credit and/or contract termination if SLA terms are not consistently met
- Length of extended run time during a power outage at a given PASD site (minimum of four (4) hours using vendor-supplied auxiliary power; at least eight (8) hours preferred)
- Vulnerability of vendor infrastructure to power outages (i.e. potential service disruptions)

APPENDIX

APPENDIX A. CERTIFICATIONS:

Debarment:

As per the Code of Federal Regulation, this certification is required when federal funds are being utilized.

Service Provider certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency and has authorization to enter into the attached contract.

Non-Collusion:

Service Provider certifies proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not thereon, named, and further, that the Service Provider has not directly or indirectly induced or solicited any other service provider on the foregoing work or equipment to put in a sham proposal, or any other person or corporation to refrain from responding, and that Service Provider has not, in any manner, sought by collusion to secure himself, or to any other person, an advantage over any other Service Provider or Service Providers.

Non-Discrimination:

Service Provider agrees not to discriminate against any client, employee or applicant for employment on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability. The service provider must also comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of Port Angeles School District.

Contract Addendums:

Service Provider has reviewed any addendums to this document as posted on the district's web site (WEB ADDRESS TK) and response includes any applicable information from those addendums.

As an authorized agent of this company, I certify the pricing provided and all of the above statements are true and correct.

Signature of Service Provider Agent Date

Service Provider Name: _____

Service Provider Agent Name: _____