

REQUEST FOR PROPOSAL (RFP)
Internet Access

School/Library Name: MSD Wayne Township Schools

Issue Date: December 13, 2019

470 #: 200008210

MSD Wayne Township Schools seeks Internet access bundled with a transport service. We seek symmetrical bandwidth at 2.5 Gbps scalable to 10 Gbps with guaranteed throughput to the District's head-end located at Ben Davis High School - 1200 North Girls School Road Indianapolis, IN 46214, beginning July 1, 2020. Please provide laddered pricing for a 1, 2, or 3 year agreement from 2.5 Gbps to 10 Gbps in all bids and contracts. Bidders are advised that this project will be contingent upon the successful obtaining of E-Rate funding, and the contract agreement between the District and the selected vendor must recognize that contingency.

We will require 26 public IPv4 addresses. Please provide individual or block pricing for additional addresses to account for potential growth during the term of the contract. You may also provide optional pricing for the technical equivalent number of IPv6 addresses.

Your proposal must include any service provider owned onsite equipment necessary to hand off service to the District's head-end equipment, and you should describe your proposed hand-off as part of your response. The district requests 3 handoffs.

Each respondent must provide a proposed Service Level Agreement (SLA) with their response. The proposed SLA must include a description of the services provided, and where applicable, describe how these services will be measured. At a minimum, the SLA should describe that the vendor will make all reasonable efforts to ensure 99.99% network availability of each circuit, and it should provide frame/packet loss, network latency, and network jitter commitments. Additionally, each SLA should describe 24x7x365 trouble-reporting procedures, offer commitments with regard to the time to repair outages, and describe provisions offered in the event of chronic trouble. The services described in the SLA shall be maintained to the specifications of these commitments throughout the term of the contract, and the selected vendor shall remediate any deficiencies at no cost to the District. Additional features, such as resiliency, basic firewall service, and DDoS protection, should also be described.

We will consider multi-year contracts with or without voluntary extensions. All cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing, and any available governmental unit discounts including existing state purchasing agreements or contracts. Any proposal referencing an existing state purchasing agreement or contract must include that information in the proposal. Bid prices must be complete for the services proposed and shall include all associated costs, even if the amounts are estimates based upon current applicable taxes, surcharges, or fees.

If there are any separate installation or special construction costs necessary to bring a service to our head-end, the cost proposal must clearly delineate those costs from monthly recurring costs, and the service provider must be prepared to assist with any USAC review questions concerning those costs. We may request that the undiscounted portion of any upfront, nonrecurring costs be paid in installments as allowed by Section II.A.2. of FCC 14-189 (AKA the Second E-Rate Modernization Order). However, please note that the District prefers a fixed monthly recurring charge with no separate up-front installation or construction costs.

RESPONSE FORMAT

All bids must include the following information:

1. A description of services with detailed information including a timeline for completion of every phase of work necessary to demonstrate service delivery by July 1, 2020.
2. Complete pricing for the services described herein. Your proposal must clearly indicate non-recurring costs, recurring costs, and fees for the service being proposed, for each service tier.
3. Proposed Service Level Agreement.
4. Three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a district of similar size within 100 miles of the District.
5. Your E-Rate SPIN Number. (You must have a current SPAC form on file with USAC.)
6. A ready-to-execute contract which includes the proposal requirements and the E-Rate contingencies outlined herein.

EVALUATION CRITERIA

The District's review of information will be primarily focused on the substance of the details provided in response to the requirements herein including but not limited to pricing and terms, technical details, SLA, experience and references, and compliance with the requirements laid out in this document.

Pre-Proposal Meeting

There will be a pre-proposal meeting at 12:30 p.m. EST Thursday, January 9th at Ben Davis High School - 1200 North Girls School Road Indianapolis, IN 46214. Bidders will be given an opportunity to ask questions about the project at that time. Failure to have a representative attend this meeting will disqualify a bidder.

TIMELINE

Pre-Bidding Meeting: January 9, 2020 at 12:30 pm at BDHS - 1200 N Girls School Rd, Indianapolis, IN 46214

Questions Due: January 9, 2020 by 1:00pm

Bids Due: February 7, 2020

Target date for review of proposals: February 7-10, 2020

Anticipated selection of vendor: February 11, 2020

PROTEST:

MSD Wayne Township Schools reserves the right to reject any or all Proposals received, or any part thereof; or to waive any informality when it is deemed to be in MSD Wayne Township Schools best interest. The reason for a rejection of any Proposals will be made a part of the MSD Wayne Township Schools evaluation process. Any Vendor objecting to the rejection of a Proposal, or portion thereof, must submit a written protest to MSD Wayne Township Schools within (5) calendar days from the date of MSD Wayne Township Schools notification letter.

POINT OF CONTACT

Any proposals, bids, or questions concerning technical requirements must be directed to:

Pete Just, Chief Technology Officer

Email: pete.just@wayne.k12.in.us

Questions regarding this project will be answered during the pre-bid meeting on Thursday, January 9, 2020 at 12:30pm at Ben Davis High School - 1200 N Girls School Rd, Indianapolis, IN 46214.