

E-RATE YEAR 13 (2010/2011) RFP

Digital Transmission Services

Winters Joint Unified School District

December 3, 2009

Winters Joint Unified School District is seeking proposals for the upcoming Year 13 round of E-Rate. The District is soliciting proposals from Telecommunications Carrier, that is, one who offers telecommunications on a common carriage basis for the comprehensive solution for Digital Transmission Services using Managed Fiber Optic Network Services to connect all eligible school sites. The District is seeking a multi-year contract for these services.

Service Provider Criteria and Contract Requirements

The successful bidder(s) will be responsible for participating in the Federal E-Rate program.

In addition, the District may use this bid to issue purchase orders and pay for items on a purchase order that are not eligible for E-RATE discounts. The District will pay the vendor using District funds for these purchases.

Prices must be held firm for the duration of the E-Rate Year 13 fiscal year ending September 30, 2011 or until all work associated with the project(s) are complete (including any SLD approved extensions)

These services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- NO billing or work can take place before July 1, 2010.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The Carrier is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted
- ***The Carrier is responsible for providing an FCC Registration Number (FRN) and evidence of being in green light status. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.***

- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.

All Service Providers will be responsible for procuring the discounted amount from the SLD. Applicant will not provide the form 472 (Bear form reimbursement process). The Applicant reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Prospective Service Providers will be required to submit three references, with the proposal describing experience with comparable projects in the K-12 customer market, their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents may be considered grounds for disqualification.

In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval.

The District requires certification by the awarded Carrier, prior to project commencement, concerning criminal records check in accordance with California law.

Proposals must be received by our office no later than Wednesday, January 6, 2010

All proposals are to contain costs for taxes and shipping as separate items.

Proposals must be submitted in writing to:

Winters Joint Unified School District
Attn: Mary Kay Callaway
909 W. Grant Ave
Winters CA 95694

Late proposals will not be accepted.

All requests for information (RFI) should be made in writing via e-mail to Joseph Cook at Joseph.Cook@ycoe.org. Be aware that all parties will be copied on the questions and responses.

Proposal Evaluation

It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the District. The main evaluation considerations are price, understanding of needs, prior education experience, and personnel qualifications.

SCOPE OF WORK

To be eligible for support, Telecommunications Services must be provided by a telecommunications carrier, that is, one who offers telecommunications on a common carriage basis. All telecommunications carriers are required under FCC rules to be common carriers and to file FCC Form 499A (Telecommunications Reporting Worksheet). The service provider must also be able to offer the California Teleconnect Fund discount.

A telecommunications service that provides transmission from an eligible school or library facility to other locations beyond the school or library is eligible for discount. Digital transmission services refer to data links that connect multiple points using any available technology.

Fiber Optics is a technology that uses light to transport information and can provide a Digital Transmission Service. Large amounts of data can be transmitted over long distances using thin filaments of glass.

The District is seeking a complete turnkey solution for Managed Fiber Optic Network Services that shall include the system design/engineering, any construction that may be necessary to establish service and maintenance of the connectivity.

To mitigate the risk of downtime, carrier shall provide a Service Level Agreement with Proposal. The Agreement should delineate the emergency call out plan of action. Furthermore, the proposal shall be all-inclusive such that the School District shall NOT incur any additional expenses required for downtime repair.

The installation interval for completion of connecting all District Sites shall be estimated from the receipt of a signed contract and shall be coordinated with the Winters Joint Unified School District.

The proposal provided to WJUSD under this section must include all labor, materials, equipment and accessories required to furnish, configure, install, and integrate a complete wide area network connection.

ORGANIZATION CAPABILITIES AND STAFF QUALIFICATIONS

The proposal shall provide a brief company history, capabilities, past involvement with K12 Educational environment and a link to Financial Statement to verify information. The staffing and resume portion of this proposal shall provide information about the staff proposed to complete the major tasks that would be a part of this service.

REFERENCES

The proposal shall provide three (3) California K12 Educational References and an abbreviated list of other references with operational Managed Fiber Optic Network Services.

COST OPTION SUMMARY

District is looking for a broadband solution that will allow connectivity from the District Office and to each site in the District at speeds of a minimum 10Mbps with provisions to scale up to 100 Mbps. Please specify the speeds for upstream as well as downstream and whether the speeds are full duplex or half duplex. Layer 1 or Layer 2 solution needed with Ethernet hand off to District provided equipment.

The connection to the District office must be scaled to accommodate the various cumulative speeds of connectivity that will be utilized by each site throughout the District. For example, a 100Mbps connection to 10 school sites would necessitate a connection to the District Office at a speed in excess of 500Mbps.

District will coordinate phased implementation with successful bidder dependent upon cost and capacity.

All site surveys required will be at the sole discretion and responsibility of the service provider.

In addition to monthly line pricing per school site the district wishes to have pricing for installation by school site. The site cost must include all requirements of this request for proposal, including but not limited to, maintenance, all components, necessary tools, equipment, software, licenses, materials, parts, labor, installation, time, freight, sales tax and travel. All other associated costs, including, but not limited to, technical assistance, engineering, network troubleshooting for these sites, administration, support, project management, loaner equipment, in-service and training, shall be provided to WJUSD at no additional cost.

Please use the pricing schedule below using a five (5) year term contract with a monthly service fee and installation.

School Name	Proposed Mbps	Monthly Cost	Installation
Winters High School 101 Grant Ave Winters CA 95694			
Wolfskill Continuation High School 200 Baker Street Winters CA 95694			
Winters Middle School 425 Anderson Avenue Winters CA 95694			
Shirley Rominger Intermediate School 502 Niemann Street Winters CA 95694			
Waggoner Elementary School 500 W. Edwards Street Winters CA 95694			
Winters Preschool Suzen Holtemann 219 Edwards Street Winters CA 95694			
District Office 909 West Grant Avenue Winters CA 95694			
TOTAL			