

Chattooga County School District



Request for Proposals

Fiber Wide Area Network Services (WAN) & Internet Access

RFP Release Date: November 15, 2019

RFP Response Date: December 17, 2019

To: All Proposers

The Chattooga County School District (CCSD) invites you to submit a proposal to provide Wide Area Network connectivity between all CCSD buildings and Internet services for CCSD locations, (see specifications) in Summerville, Georgia. Proposal quoted shall remain effective for up to 96 months provided all parties are in agreement.

Responses to this request shall be submitted in a sealed envelope marked “**RFP CCSD WAN & Internet FY20**” Proposals may be mailed, or hand delivered to:

Chattooga County School District
33 Middle School Road,
Summerville, GA 30747
Attn: Patrick Clifton **RFP CCSD WAN & Internet FY20**

Proposals will be opened at the Chattooga County School District Central Office at 33 Middle School Rd. on **December 17, 2019 at 10:00:00 AM**. (No awards of any kind are made at the time of RFP opening) Proposers are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

The Chattooga County School District reserves the right to accept or reject any and all proposals, and to waive any irregularity in proposals received to award the entire RFP to one vendor or to make awards by groups or line items, whichever is in the best interest of the Chattooga County School District.

Any questions concerning this RFP may be emailed to pclifton@chattooga.k12.ga.us. No phone calls or in person visits will be accepted concerning the RFP.

Your interest and participation are solicited and appreciated.

Sincerely,

Patrick Clifton
Director of Technology
Chattooga County School District

A. Background

The Chattooga County School District has approximately 2,800 students along with 7 sites. We are currently seeking a qualified contractor to provide Fiber WAN and Internet Access, for the Chattooga County School District.

B. Invitation

The Technology Department, on behalf of the Chattooga County School District would like to extend a formal offer to all-qualified contractors according to the specifications within the RFP. Please review carefully all the sections in the RFP, including the closing date and time. All questions pertaining to this RFP should be emailed to Patrick Clifton, Director of Technology, pclifton@chattooga.k12.ga.us. Please make sure that you put Fiber WAN and Internet Access RFP in the subject line.

C. FIBER WAN and Internet Access

The Chattooga County School District is seeking Wide Area Network connectivity between all CCSD buildings and Internet Services for all CCSD locations.

D. Location of Sites

Chattooga County Board of Education
33 Middle School Road
Summerville, GA 30747

Chattooga County Education Center
286 Maple Drive or 206 Penn St
Summerville, GA 30747

Chattooga County High School
989 Highway 114
Summerville, GA 30747

Summerville Middle School
200 Middle School Road
Summerville, GA 30747

Leroy Massey Elementary School
403 Dot Johnson Drive
Summerville, GA 30747

Lyerly Elementary School
150 Oak Hill Road
Lyerly, GA 30730

Menlo Elementary School
2430 Highway 337
Menlo, GA 30731

E. General Terms and Conditions

1. RFP should be mailed in ample time to assure delivery prior to the RFP opening date and time.

Mailing Address:

Chattooga County School District
33 Middle School Rd.
Summerville, GA 30747
Attn: Patrick Clifton
RFP CCSD WAN & Internet FY20

2. All RFP's must be sealed and mailed, or hand delivered, faxed or emailed copies will **not be accepted after December 17, 2019 at 9:59:59 AM EST.**
3. The Chattooga County School District is not responsible for the failed or late delivery of sealed RFP's. Late deliveries will not be accepted as part of the evaluation process.
4. From the time of receipt of this Request for Proposal (RFP) until the announcement of contract award(s), vendors are strongly cautioned to limit any communications with the district to the person(s) identified as the district contact(s). Any attempt to circumvent the bidding process by contacting other personnel at the district or the schools directly will result in the disqualification of the vendor.
5. If on-site visits are needed vendors should e-mail pclifton@chattooga.k12.ga.us to schedule any on-site visits.
6. No additional compensation shall be allowed for extra work incurred by the Contractor due to the bidder's failure to notice any existing condition, which may cause additional labor or materials. Freight costs must be included on all materials.
7. The selected vendor shall guarantee that the costs quoted are all inclusive. The district reserves the right to reject any and all proposals and to make any and all purchases to the best interest and advantage of the district; however, price will be the greatest determining factor in vendor selection.
8. RFP packet must include 3 printed copies as well as a searchable PDF format on a flash drive.
9. RFPs must be on the specification's forms provided within the Request for Proposals, sealed within an envelope marked as shown in the cover letter.
10. The proposer's and manufacturer's representative's responsibilities to the Chattooga County School District include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
11. Proposal must include costs for all necessary equipment to connect all sites.

12. Pricing of goods must be itemized and clearly indicate manufacturer, model, and warranty and include a clear specification summary. The proposers should provide make and model of the router quoted as well as, URL for the manufacturer website for the product quotes.
13. Chattooga County School District has the right to award the entire RFP to one vendor or to separate the RFP and order by line item. We will do whatever is in the best interest of the school system.
14. The proposer, by submitting their proposals, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
15. All vendors must have an office staffed with technical support staff within 100 miles or less of 286 Maple Dr. Summerville, GA 30747.
16. Winning bidder will provide parts replacement or provide parts on hand for immediate repair of critical equipment within 4 hours or less.
17. Please include 4 outside references where you have done work similar to the specifications in this bid within the last 5 years. Please include a name and phone number that we might contact. See attached form.
18. Proposals must include proof of relevant qualifications such as certifications, etc. for personnel working on the project.
19. Winning bidder agrees to provide recent background check information to Chattooga County School District for all contracted to work at any Chattooga County School District facilities.
20. All bidders must include a name and phone number that we might reach someone in your organization with any questions about your proposal.
21. The Contractor shall keep himself fully informed of all existing and future State and Federal laws, all regulations of the various departments and agencies of the State of Georgia, local ordinances, codes and regulations in any manner affecting those engaged or employed in the work, or the materials used in work, or in any way affecting the conduct of the work and of all such orders and decrees of bodies or tribunals having jurisdiction or authority over the same.
22. The contractor shall notify the Owner in writing of the names and addresses (in the RFP packet) of all proposed subcontractors necessary to execute specifications of this RFP. Subcontractors will not be recognized as having a direct relationship with the Owner. The person engaged in the work, including employees of subcontractors and suppliers will be considered employees of the provider and their work shall be subject to the provisions of the agreement. References in the documents to actions required of the subcontractors, manufacturers, suppliers, or any person, other than

the provider or the owner shall be interpreted as requiring the provider shall require such subcontractor, manufacturer, supplier, or any person to perform the specified action. A subcontractor for any part of the work must have experience on similar work and, if required, furnish the owner with a list of projects. Any subcontractor used must be approved by the Chattooga County School District.

23. The company shall not assign any interest in this contractual agreement and shall not transfer any interest in the same without prior written consent of the Chattooga County Board of Education.
24. No reports, information, or data given to or prepared by the company under this contractual agreement shall be available to any individual.
25. No costs can be involved which are not specifically addressed in the ~~proposal~~.
26. Pricing of services must be itemized and clearly indicate the service proposed using the forms provided by the Chattooga County School District.
27. If additional units are needed, pricing quoted shall remain effective for the entire length of the agreement.
28. Proposals should prove network can maintain connectivity during power outages at
29. Winning vendor will provide detailed network maps with IP's, circuit ID's, support number, escalation procedures, and company escalation contacts.

F. Technical Specific Requirements

1. Provide ELAN/EP-LAN Fiber WAN for all CCSD locations.
 - a. 286 Maple Drive is the district end point.
2. Solution must provide pricing for 10 Gb/s at all CCSD locations
3. Only EP-LAN fiber solutions will be considered for the RFP.
4. Proposal must include all costs for all necessary equipment, services and licenses to connect and maintain all sites and all labor fees for a complete installation in detail.
5. Solution must provide Fiber WAN for all locations and the necessary hardware to terminate at each location.
6. Any network topology can be proposed and may be considered as long as it is in the best interest of the school district. All solutions must meet current industry standards and allow for growth of future demands.

7. Solution must provide routing capability, support and equipment for current and future routing protocols.
8. It is desired that the Chattooga County School District have access to manage Layer 3 for VLAN's between sites.
 - a. Vendor must provide detailed information on how Layer 3 (VLANS) will be managed.
9. Solution must provide routine maintenance, upgrade or replacement of all equipment provided and this work should be completed during a time that causes no or minimum disruption to the school district.
10. The winning bidder must provide uptime of 99.9% or greater.
11. Solution must provide 24-hour, 7 day a week technical support with priority contact for critical response.
12. Solution must provide 24-hour, 7 day a week dedicated NOC with priority contact for critical response.
13. Solution must provide verifiable evidence for expected throughput of rated bandwidth allocation quarterly and as requested. Additionally, the solution must include access to real time statistical data of throughput and bandwidth.
14. Describe the approach used to maintain critical services/ systems and ensure network uptime in the case of a network failure.
15. Provide parts replacement or provide parts on hand for immediate repair of critical equipment within 2 hours or less.
16. Provide a detailed timeline of the project from start to finish.
17. Provide a detailed non-erated estimated monthly cost report for each site.
18. Provide a detailed diagram of the WAN and supporting documentation to include block diagrams, technical wiring and topology upon completion.
19. Solution must provide verifiable evidence for expected throughput of rated bandwidth allocation.
20. Winning bidder agrees to have Fiber WAN ready for network turn up to all sites on July 1, 2020
21. Solution must provide documentation of certified bandwidth to Chattooga County School District

G. Internet Access Specifications

1. Solution should provide a minimum fiber handoff of 1 Gb/s (Up & Down) resilient connection to the Internet.
 - i. Fiber Internet handoff must be separate from Fiber WAN.
2. Solution should also provide incremental pricing for 1.5 Gb/s, 2 Gb/s, and 3 Gb/s (Up & Down).
3. Solution should provide a minimum of 10 static public IP addresses.
4. Proposal must include costs for all necessary equipment, installation, configuration, maintenance, and fees for implementation.
5. Solution must provide verifiable evidence for throughput of bandwidth allocation quarterly and as requested. Additionally, the solution must include access to real time and historical statistical data of internet usage.
6. Solution should provide 24-hour, 7 day a week technical support with priority contact for critical response.
7. Solution should be a separate fiber handoff than the WAN.
8. Solution should provide customer portal for usage, hardware monitoring, and analytics.

Vendor Reference Sheet

Reference 1:			
Company:			
Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 2:			
Company:			
Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 3:			
Company:			
Contact Name:		Phone:	
Email:			
Description of Project:			
Reference 4:			
Company:			
Contact Name:		Phone:	
Email:			
Description of Project:			

CCSD WAN FY20 RFP BID Sheet

Company Title	
Submitted By:	
Company Title:	
SPIN #:	

	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
10GBPS Fiber WAN 48 Months			

	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
10GBPS Fiber WAN 60 Months			

	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
10GBPS Fiber WAN 72 Months			

	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
10GBPS Fiber WAN 84 Months			

	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
10GBPS Fiber WAN 96 Months			

Turn up/go live date for 10GBPS Fiber WAN Network: _____

CCSD INTERNET FY20 RFP Pricing Sheet

(Upload/Download)	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
1 GBPS Internet 48 Months			
1.5 GBPS Internet 48 Months			
2 GBPS Internet 48 Months			
3 GBPS Internet 48 Months			
(Upload/Download)	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
1 GBPS Internet 60 Months			
1.5 GBPS Internet 60 Months			
2 GBPS Internet 60 Months			
3 GBPS Internet 60 Months			
(Upload/Download)	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
1 GBPS Internet 72 Months			
1.5 GBPS Internet 72 Months			
2 GBPS Internet 72 Months			
3 GBPS Internet 72 Months			
(Upload/Download)	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
1 GBPS Internet 84 Months			
1.5 GBPS Internet 84 Months			
2 GBPS Internet 84 Months			
3 GBPS Internet 84 Months			
(Upload/Download)	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
1 GBPS Internet 96 Months			
1.5 GBPS Internet 96 Months			
2 GBPS Internet 96 Months			
3 GBPS Internet 96 Months			

Turn up/go live date for Internet: _____

OFFEROR AFFIRMATION FORM:

Company Name: _____

RFP: CCSD WAN & INTERNET FY20

After careful examination of the solicitation document in its entirety, _____ and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For Consideration of the proposal, the undersigned hereby affirms that:

1. He/She is a duly authorized official of the offeror.
2. NO changes were made to the original RFP document.
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document.
4. The offeror will accept any awards made to it as a result of the proposal submitted here for a minimum of one hundred and twenty (120) days following the date of submission.
5. The offeror will accept the terms and conditions set forth in the contract template attached here to.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver to the assigned procurement professional within five (5) days of the request, a certification of insurance indicating the coverage specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, constructed, and give effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of goods, materials, equipment and services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or person, or refused to continue the employment of any person or person on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully Submitted,

Company Name

Authorized Official Name

Title

E-mail Address

Signature

Date

The legal name of the bidder is: _____

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE RFP

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name _____

Signature _____

Title _____

Subscribed and Sworn to before me this _____ day of _____, 20_____

Notary Public

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to propose at a fixed price or to refrain from proposing; or with any office of the Chattooga County School District, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the Chattooga County School District, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed RFP for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this ____ day of _____ 20____.

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposers' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Chattooga County School District. The proposer may be declared, by the school system, ineligible for further contracts with the Chattooga County School District until satisfactory proof of intent to comply shall be made by the vendor.

The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

PROPOSER

SIGNATURE

TITLE

E-RATE CERTIFICATION

I, _____, certify that _____, is a
(Print Name) (Company Name)

Service Provider as defined by the E-Rate Program and has not been suspended or disbarred from participating by the Federal Communications Commission. Our SPIN # is _____ (Type Service Provider ID) we have operated under this SPIN for _____ years. (number)

I also certify to the acceptance of the following:

1. All information necessary to respond to any PIA (Program Integrity Assurance), Item 25 Selective Review, or Audit performed by the FCC, the SLD, or their designated authority, will be furnished completely and in a timely manner sufficient to meet the any response deadlines;
2. In the event an appeal is necessary, all the information necessary to complete the appeal will be furnished completely and in a timely manner to the Chattooga County School District it's attorney(s) or authorized agent;
3. Any contract awarded based upon RFP# 19-23 in contingent upon the receipt of a Funding Commitment Decision Letter (FCDL) from the SLD that awards the requested discounts in full. In the event that partial funding or no funding is granted, the Chattooga County School District reserves the right to cancel the contract in whole or in part;
4. The Chattooga County School District will be invoiced for the only the matching funds portion, and it our responsibility, as the E-Rate Service Provider, to invoice the SLD for the remaining "non-discount" portion. This billing method is known as the SPI (Service Provider Invoice) method;
5. In the event the Chattooga County School District wishes to perform a SPIN change, as afforded by the COPAN decision, permission will be granted within the contracted terms, provided 14 days prior written notice is given.

Signature

Date

Print or Type Name

Title

Scoring Rubric to be used by Chattooga County School District Bid assessment team.

E-Rate Bid Assessment Worksheet
 Funding Year 2020

Page _____ of _____

District Name: Chattooga County School District

Category:
 Prod/Service:

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Raw Score**		Weighted Score***		Raw Score**		Weighted Score***		Raw Score**		Weighted Score***	
		Raw Score**	Weighted Score***	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***		
Price	30%		0		0		0		0		0		0
Prior Experience	25%		0		0		0		0		0		0
Personnel Qualifications	20%		0		0		0		0		0		0
Management capability	25%		0		0		0		0		0		0
Overall Ranking	100%		0		0		0		0		0		0

Vendor Selected: _____
 Approved By: _____
 Title: _____
 Date: _____

- Notes:
 * Percentage weights must add up to 100%. Price must be weighted the heaviest
 ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
 *** Weight x Raw Score