

# **Chattooga County School District**



## **REQUEST FOR PROPOSALS FOR**

### **Fiber Wide Area Network Services (WAN) & Internet Access**

**RFP Release Date: November 13, 2024**

**RFP Response Date: December 17, 2024**

To: All Proposers

The Chattooga County School District takes this opportunity to announce that we are requesting bids for **Fiber Wan and Internet Access**. All bids should be delivered to the Chattooga County School District 33 Middle School, Summerville, GA 30747.

Responses to this request shall be submitted in a sealed envelope marked “**CCSD RFP WAN & Internet FY25**” Proposals may be mailed, or hand delivered to:

Chattooga County School District  
33 Middle School Road,  
Summerville, GA 30747  
Attn: Patrick Clifton / **CCSD RFP WAN & Internet FY25**

**Please read this RFP in its entirety before submitting an RFP.**

Please note our district office hours are Tuesday through Friday 7:15AM-4:30PM

Proposals will be opened and recorded at the Chattooga County School District Central Office at 33 Middle School Rd. **on December 17, 2024 at 10:00:00 AM EST**. All bids will then be evaluated as described in the attached document time is of the essence and any bids received after the announced time and date for submittal whether by mail or otherwise, will be rejected. 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.

**Late RFPs received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.**

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](mailto:pclifton@chattooga.k12.ga.us). No phone calls or in person visits will be accepted concerning the RFP. All emails should contain the subject line “Fiber WAN questions”.

Your interest and participation are solicited and appreciated.

Sincerely,

Patrick Clifton  
**Director of Technology**  
**Chattooga County School District**

## REQUEST FOR PROPOSAL – FIBER OPTIC WIDE AREA NETWORK

**This Request for Proposal is in conjunction with a USAC Erate form 470 #250004448 posted on 11/13/2024 for a dedicated leased fiber optic WAN serving all locations of Chattooga County Schools.**

### 1.0 REQUEST FOR PROPOSAL

#### 1.1. Invitation to Bid / Scope

Chattooga County Schools seeks proposals from qualified vendors to provide a point-to-point fiber optic Wide Area Network, dedicated to the sole use of Chattooga County Schools, and capable of a *minimum* of 10 Gigabit per second connections up to 50 Gigabit. All fiber connections are to originate at the School System's Technology Office, located at 286 Maple Drive, Summerville, Georgia, acting as the hub, and run from that point to the various schools located at the addresses shown below. The service shall provide for the transmission of data at a minimum bit rate of 10 Gigabit per second in Ethernet format (IEEE 802.3) with the ability to increase bandwidth at specific intervals to meet future demand up to 50 Gigabit.

The district may add, change or delete the locations to be connected in this WAN. The RFP response must allow for these potential revisions.

Technology Office	286 Maple Drive	Summerville	30747
Central Office	33 Middle School Road	Summerville	30747
Chattooga High School	989 Highway 114	Summerville	30747
Summerville Middle School	200 Middle School Road	Summerville	30747
Lyerly School	150 Oak Hill Road	Lyerly	30730
Leroy Massey Elementary School	403 Dot Johnson Drive	Summerville	30747
Menlo School	2430 Highway 337	Menlo	30731

#### 1.2. Background

Chattooga County Schools, located in Northwest Georgia, has 5 schools and 2 non instructional facilities with approximately 2700 students.

### 2.0 GENERAL TERMS AND CONDITIONS

#### 2.1. Submission Of Sealed Proposal

Proposals must be submitted to:

Chattooga County Schools  
Attn: Patrick Clifton  
33 Middle School Road  
Chattooga, GA 30747  
RFP – Chattooga County Schools Fiber WAN

All RFP's must be sealed and mailed, or hand delivered, we will not accept faxed or emailed copies.

We will not accept RFP's after **December 17, 2024 at 10:00:00 AM EST**

Bidder will assume sole responsibility for ensuring that proposals reach the above address on or before the closing time and date as shown in the schedule of events. Responses must be clearly labeled "RFP – Chattooga County Schools Fiber WAN".

## **2.2. Execution of Proposal**

The Bidder must certify that neither the vendor nor any of its suppliers discriminates against any employee or applicant for employment because of race, religion, color, sex, or national origin. The bidding company's own non-discrimination statement must be included with the RFP.

## **2.3. Restrictions on Communication with Staff**

From the issue date of this RFP until a Bidder is selected and the selection is announced, Bidders are not allowed to communicate with regard to this RFP for any reason with any Chattooga County School District staff except through the Director of Technology or an assigned designee, or as provided by existing work agreement(s). Any and all Universal Service Administrative Company, Schools & Library E-rate rules and regulations are in effect in this RFP. Chattooga County Schools reserves the right to reject any proposal of any Bidder violating this provision.

## **2.4. Rejection of Proposal**

Chattooga County School District reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal. It is also within the right of Chattooga County School District to reject proposals that do not contain all the elements and information requested in this document. Chattooga County School District reserves the right to cancel this RFP at any time. Chattooga County School District will not be liable for any cost/losses incurred by the Bidders throughout this process.

## **2.5. RFP Amendments**

Chattooga County School District reserves the right to amend this RFP prior to the proposal due date. Any revisions will be posted on the system website at <https://www.chattooga.k12.ga.us/Domain/21> or Chattooga County Schools District Site >> District Information >> Request for Proposals

## **2.6. Cost for Preparing Proposals**

The cost for developing the proposal is the sole responsibility of the Bidder. Chattooga County School District will not provide reimbursement for such costs.

## **2.7. Disputes**

In case of any disputed meaning or difference of opinion as to the items furnished in this solicitation, the decision of Chattooga County School District shall be final and binding on both parties.

## **2.8. Protest**

A protest dealing with the specifications, or the solicitation shall be filed no later than three (3) working days prior to the proposal closing. Protests which are not filed in a timely manner described above will not be considered. Protest should be emailed to [pcclifton@chattooga.k12.ga.us](mailto:pcclifton@chattooga.k12.ga.us) with the subject line Fiber WAN Protest

## **2.9. Advertising**

In submitting a proposal, Bidder agrees not to use the results as part of any commercial advertising without prior approval of Chattooga County School District.

## **2.10. Conflict of Interest**

All Bidders must disclose with their proposal the name of any officer, director, or agent who is also an employee of Chattooga County School District. Further, all Bidders must disclose the name of any Chattooga County School District employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches.

## **2.11. Liability, Insurance, Licenses, and Permits**

Where Bidders are required to enter or go onto Chattooga County School District property to deliver materials or perform work or services as a result of this award, the Bidder will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance.

It is expressly understood the Chattooga County School District shall not be liable to any vendor and that said vendor will hold harmless Chattooga County School District, its officers, employees, and agents from any loss, damage, expense, or liability by reason of property damage, excluding loss of use thereof, or personal injury of whatsoever nature or kind (including death) arising out of or in connection with the performance or construction and installation work pursuant to this RFP or any special contract resulting from this RFP by vendor occasioned by the negligent acts or omissions of employees, officers, or agents of vendor.

Bidder shall be liable for any damage or loss to Chattooga County School District incurred by Bidder, Bidder's employees, licenses of the Bidder or agent or any person the Bidder has designated in completion of his or her contract as a result of their proposal.

## **2.12. Drug-Free / Smoke Free Workplace**

The winning Bidder must certify that he/she will not engage in the unlawful use of a controlled substance during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. All Chattooga County School District locations are also designated as Smoke Free Workplaces, prohibiting the use of tobacco products at all times. Failure to meet this requirement may cause suspension, termination of contract or debarment of such bidder.

## **2.13. Security**

All employees of the Bidder who are present on a Chattooga County School District campus must have a visitor's badge plainly displayed at all times while on any campus. It is the Bidder's responsibility to ensure that no workers be listed on the Georgia or National Sex Offenders Registry. Visitor badges are issued at the front desk of each school or can be arranged through the Technology Department.

## **2.14. E-Verify**

The E-Verify Affidavit must be submitted in the bid for the contractor and all sub-contractors. All Sub- Contractors shall be bound by all requirements and specifications as stated and required within this RFP.

## **2.15. Timeline**

RFP Posted	11/13/2024
Sealed RFP Opening	12/17/2024
Fully executed contract	01/31/2025

## **2.16. Questions**

All questions about this RFP must be submitted by email to the RFP administrator at: [pclifton@chattooga.k12.ga.us](mailto:pclifton@chattooga.k12.ga.us) and contain the term "Fiber WAN questions" in the subject line.

## **2.17. Contract Term**

This Agreement will automatically renew for additional one-year terms, not to exceed five (5) years, unless the Client provides written notice to Contractor of its decision not to renew the Agreement sixty (60) days prior to the end of the calendar year. Vendor understands the SLD erate funding term is July 1<sup>st</sup> to June 30<sup>th</sup> yearly and is responsible for Service Provider Invoicing.

## **2.18. Required General Contract Terms and Conditions**

The contract, if awarded, will be awarded to the responsible bidder and awardee will have 30 calendar days from first award notification to fully execute the contract with Chattooga County School District. If the awardee fails to fully execute the contract within the 30 calendar days Chattooga County School District will award the contract to the next most qualified bidder.

The Bidder agrees the terms and conditions outlined in Appendix I and MUST include the standard provisions (Appendix I) in the contract. Failure to do will result in automatic disqualification and Chattooga County School District will move on to the next most qualified bidder.

## **2.19. Submission Requirements**

All submissions should avoid unnecessary promotional materials and be clear and concise, but thorough. All RFP must be presented on the RFP Proposal Sheet at the end of this document and return all signed appendixes. Failure to do will result in automatic disqualification.

## **2.20. Bidder Background, Experience, and Qualifications**

Bidder shall have a minimum of 3 years' experience in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size. Bidder will also include:

- Description of background and relevant experience. List of qualifications.
- List of references
- Demonstrate they are financially stable

## **2.21. Packaging of Proposal**

The contents of each package will include:

- Cover Page – Executive Summary of Proposal
- Proposal Certification (Appendix A)
- Company Structure (Appendix B)
- Client References (Appendix C)
- Termination of Services / Non-Performance (Appendix D)
- Bank References (Appendix E)
- Business Litigation (Appendix F)
- Support (Appendix G)
- Standard Contract Provisions (Appendix I)
- Vendor Required Pricing sheet (Appendix J)
- Proposed Contract
- Technical Proposal, addressing all requirements in Section 3.0

Cover page must have:

Wide Area Network Solution RFP

Name of Company

Contact for Company

Telephone Number of Contact

Email Address of Contact

### **3.0 TECHNICAL SPECIFICATIONS**

#### **Wide Area Network**

The Chattooga County School District is seeking Wide Area Network connectivity between all CCSD buildings and Internet services. This fiber optic network will connect all sites to the Network Operations Center and offer services ranging from 10 Gb/s, 25 Gb/s, 40 Gb/s. 50 Gb/s. A list of locations with possible service connections is included as Attachment A.

- Only Fiber solutions will be considered for the RFP
- Solution should provide a minimum of 10 Gb/s Fiber optic
- Solution should also provide pricing for 25 Gb/s, 40 Gb/s, & 50 Gb/s
- 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.
- 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.
- Solution must provide routing capability, support and equipment for current and future routing protocols.
- 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.
- Solution should provide 24 hour, 7 days a week technical support with priority contact for critical response.
- 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.
- Describe the approach used to maintain critical services/ systems and ensure network uptime in the case of a network failure.
- Provide uptime of 99.99% or greater.
- Provide parts replacement or provide parts on hand for immediate repair of critical equipment within 2 hours or less.
- Provide a detailed timeline of the project from start to finish.
- Provide a detailed diagram of the WAN and supporting documentation to include block diagrams, technical wiring and topology upon completion.



## Internet Access

- Solution should provide a minimum of 3 Gb/s (Up & Down) symmetrical resilient connection to the Internet.
- Solution should also provide pricing for 5 Gb/s, 8 Gb/s, 10 Gb/s, 15Gb/s, 20Gb/s (Up & Down) connection to the Internet as separate line-item options.
- Burstable internet speeds will not be considered
- Minimum of 5 external static IP addresses
- Proposal must include costs for all necessary equipment, installation, configuration, maintenance, and fees for implementation.
- 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.
- Solution should provide 24-hour 7 day a week technical support with priority contact for critical response.
- Before district signs off 3 tests will be performed direct connected with supported and capable device(s).
  - 1 – District Firewall
  - 2 – Speed test site of installer choice
  - 3 – Speed test site of district choice

## 4.0 EVALUATION PROCESS

The evaluation of proposals received on or before the due date and time will be conducted in the following phases. RFP's will remain sealed until 12/17/2024 at 10:00 AM EST

### 4.1 Administrative Review

The proposals will be reviewed by the RFP Administrator for the following administrative requirements:

- Submitted by deadline
- Opening of sealed RFP and recording vendor and **Appendix J**
- Separately sealed Technical Submission and Financial Proposal
- All required documents included
- All documents requiring an original signature have been signed and are included
- Technical Submission does not include any information from the Financial Proposal.

### 4.2 Identification Of Apparent Successful Bidder

RFPs will be evaluated on the following criteria:

Price = 45%

Quality of RFP = 35%

Bidder Proximity to Chattooga County Schools = 20%

Appendixes that need to be signed and included in the Vendor's sealed RFP packet

- ☐ **Appendix A Signed - PROPOSAL CERTIFICATION – WIDE AREA NETWORK**
- ☐ **Appendix I Signed - Standard Contract Provisions**
- ☐ **Appendix J - Required Vendor Require Pricing sheet structure**

## Appendix A

### PROPOSAL CERTIFICATION – WIDE AREA NETWORK

We propose to furnish and deliver any and all goods and/or services in the attached Request for Proposals (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by Chattooga County School District, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Chattooga County School District.

It is understood and agreed that we have read the specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our original signature, entered below, we guarantee and certify that all items included in this proposal meet or exceed any and all such stated specifications.

We further agree, if awarded a contract, to deliver goods and/or services that meet the specifications. It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty days from proposal opening date.

#### Anti-Collusion:

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Bidder.

#### Non-Discrimination:

I certify that neither the provider nor any of its suppliers discriminates against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or disability.

Authorized Signature	_____	Date	_____
Print / Type Name	_____		
Company Name	_____		
Address	_____		
Phone Number	_____		
Email Address:	_____		

## Appendix B

### COMPANY STRUCTURE:

Include the legal form of business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

Company Name	
Business Organization	
State of Incorporation	
Business Ventures	
Office Location	
Organization Chart	

## Appendix C

### CLIENT REFERENCES:

Client Name	
Dates of Service	
Contact Name	
Contact Title	
Contact Telephone	
Contact Email	

Client Name	
Dates of Service	
Contact Name	
Contact Title	
Contact Telephone	
Contact Email	

Client Name	
Dates of Service	
Contact Name	
Contact Title	
Contact Telephone	
Contact Email	

Appendix D

**TERMINATION OF SERVICES/NON-PERFORMANCE, stated at top of page 7:**

Reason for Termination	
Client Name	
Dates of Service	
Contact Name	
Contact Title	
Contact Telephone	
Contact Email	

Reason for Termination	
Client Name	
Dates of Service	
Contact Name	
Contact Title	
Contact Telephone	
Contact Email	

## Appendix E

### Bank References:

Bank	
Contact	
Address1	
Address2	
City/State/Zip	
Telephone	

Bank	
Contact	
Address1	
Address2	
City/State/Zip	
Telephone	

**Appendix F**

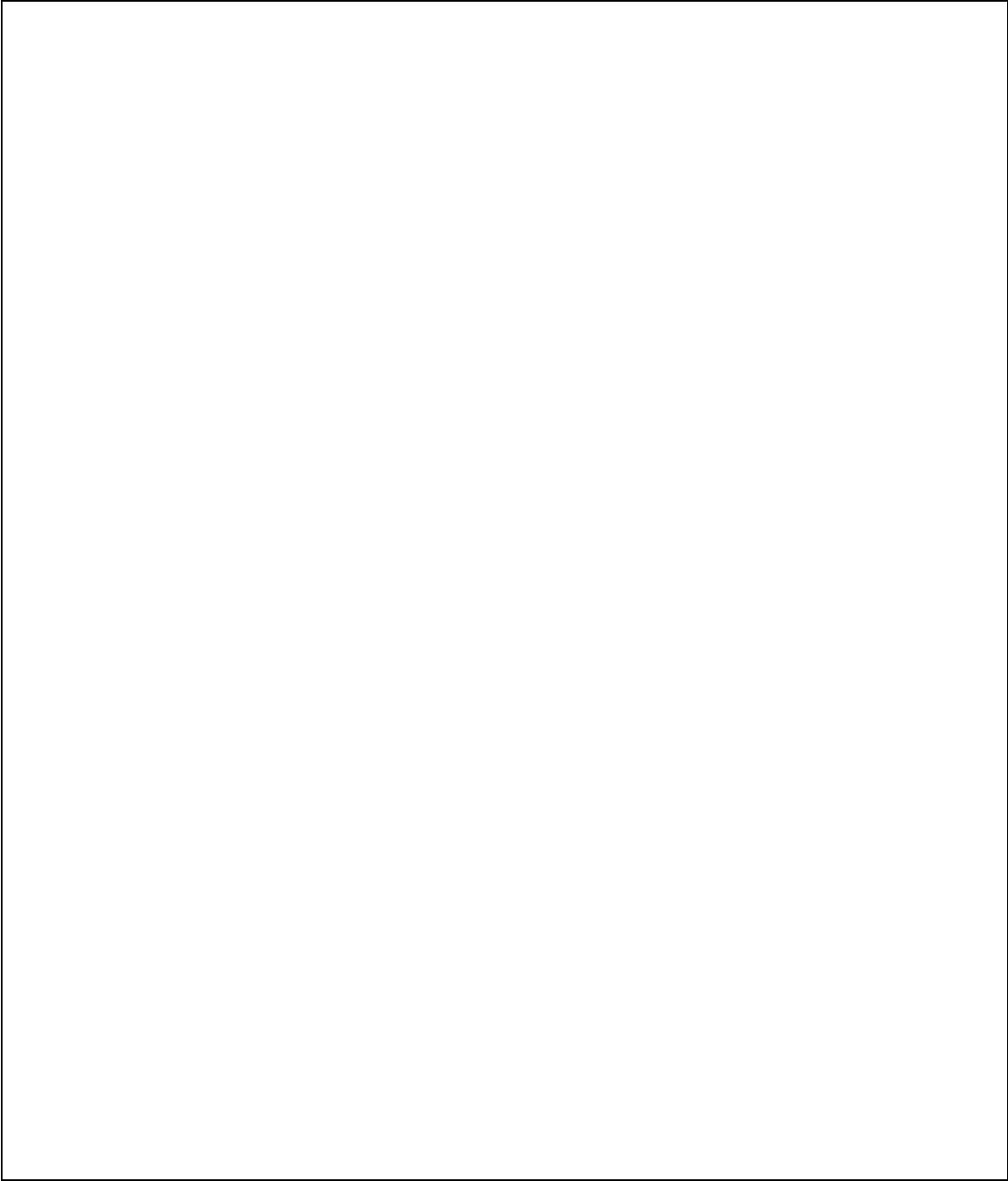
**Business Litigation:**

Litigation 1	
Litigation 2	



**Appendix G**

**Support:**



## Appendix H

### Chattooga County Schools Locations:

Technology Office **	286 Maple Drive	Summerville	30747
Central Office	33 Middle School Road	Summerville	30747
Chattooga High School	989 Highway 114	Summerville	30747
Summerville Middle School	200 Middle School Road	Summerville	30747
Lyerly School	150 Oak Hill Road	Lyerly	30730
Leroy Massey Elementary School	403 Dot Johnson Drive	Summerville	30747
Menlo School	2430 Highway 337	Menlo	30731

\*\* The Technology Office is the District Data Center and Network Operations to WAN and Center Internet Connection

## Appendix I

### Standard Contract Provisions – These standard contract provisions are non-negotiable

#### Governing Law:

The Agreement shall be governed by the laws of the State of Georgia, regardless of any conflict of law or rules that would require an application of the laws of another jurisdiction. Venue and jurisdiction shall be proper only in the federal and state courts located or serving the Chattooga County, Georgia, area.

#### Term:

Notwithstanding the foregoing, this Agreement shall terminate absolutely and without further obligation on the part of the Client at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. This Agreement will automatically renew for additional one-year terms, not to exceed five (5) years, unless the Client provides written notice to Contractor of its decision not to renew the Agreement sixty (60) days prior to the end of the calendar year.

Vendor understands the SLD eRate funding term is July 1<sup>st</sup> to June 30<sup>th</sup> yearly and is responsible for Service Provider Invoicing.

#### E-Verify:

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011. Company and District both acknowledge and agree that compliance with the requirements of O.C.G.A. §§ 13-10-91, et seq., Georgia State Board Rule 300-10-1-.02, et seq. and O.C.G.A. § 50-36-1, et seq. are conditions of this Agreement. By signing this agreement, Company certifies that he/she is in compliance with O.C.G.A. §§ 13-10-91, et seq. and 50-36-1, et seq. and will continue to comply with the statutes during the term of this Agreement.

#### INDEMNIFICATION:

Company shall indemnify and hold harmless the District, its Board of Education, agents, employees, and officers from all claims, expenses (including attorney's fees and costs of defense) and losses and damages to any person or property, other than losses or damages resulting from the District's gross negligence, that result from the negligent or wrongful acts or omissions of the Company, its employees, agents, or from the operation of its equipment. This provision shall survive the expiration or termination of this Contract.

If awarded \_\_\_\_\_ (Company) agrees to include the standard contract provisions above in the contract provided to Chattooga County School District.

If awarded \_\_\_\_\_ (Company) will have 30 calendar days from first award notification to fully execute the contract with Chattooga County School District. If the awardee fails to fully execute the contract within the 30 calendar days Chattooga County School District will award the contract to the next most qualified bidder.

Authorized Signature	_____	Date	_____
Print / Type Name	_____		
Company Name	_____		

## Appendix J

### Required Vendor Require Pricing sheet structure

#### WIDE AREA NETWORK

	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
10GBPS Fiber WAN <b>60 Months</b>			
25GBPS Fiber WAN <b>60 Months</b>			
40GBPS Fiber WAN <b>60 Months</b>			
50GBPS Fiber WAN <b>60 Months</b>			

#### INTERNET ACCESS

<b>(Upload/Download)</b>	One-time Construction/Installation Cost	Monthly Service Cost Non-Erate Discount	Total Yearly Cost Non-Erate Discount
3 GBPS Internet <b>60 Months</b>			
5 GBPS Internet <b>60 Months</b>			
8 GBPS Internet <b>60 Months</b>			
10 GBPS Internet <b>60 Months</b>			
15 GBPS Internet <b>60 Months</b>			
20 GBPS Internet <b>60 Months</b>			