

**Liberty Charter School  
District #458**

**TECHNICAL SPECIFICATIONS FOR: Telecommunications**

**SERVICE RFP # 15-16 Telecom**

**DUE: March 26, 2015 2:00P MST**

## Liberty Charter School District #458 Request For Proposal # 15-16 Telecommunications

Opening Date and Time: March 26, 2015 at 2:00 p.m. MST

Liberty Charter School District #458 will accept PROPOSALS for TECHNICAL SPECIFICATIONS FOR MANAGED WIDE AREA NETWORK SERVICE.

The PROPOSALS must be received prior to but no later than March 26, 2015 at 2:00 p.m. MST, via email to [vbeebe@libertycharterschool.com](mailto:vbeebe@libertycharterschool.com) with a subject line of "*Telecommunications Service, RFP # 15-16 Telecommunications*" Proposals will be opened at above time and date. Proposals received after the above stated time will be returned to bidder unread.

Liberty Charter School District #458 reserves the right to accept or reject any and all proposals, to waive any irregularities in the proposals, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it be in the best interest of the District.

Dated: February 26, 2015

Mrs. Rebecca Stallcop, Co-Administrator  
Mr. Mark Wachsmuth, Co-Administrator  
Liberty Charter School District #458

## **PROJECT BACKGROUND**

Liberty School District #458 "THE DISTRICT" (LCS) technology's infrastructure consists of a local area network installed at the main campus with a wide area network (WAN). The District is looking to maintain or improve the speed, reliability and scalability of the WAN links.

## **E-RATE REQUIREMENT**

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program. The eligibility for discounts on internet access, telecommunications products and services, and internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Corporation, which was established by the Act. The amount of discount is based on the numbers of children receiving free and reduced price meals.

LCS has applied for E-Rate discounts for many years. Suppliers are required to be in full compliance with all current requirements and future requirements issued by the SLD for participation in the E-Rate program throughout the contractual period of any contract entered into with LCS as a result of this RFP.

Additionally respondents are required to submit the following to substantiate E-Rate Service Provider compliance.

- Proposers Service Provider Identification Number (SPIN)
- Service Provider Annual Certification (SPAC verification  
(SPIN contact page from USAC website will suffice)
- Verification that the proposer is an eligible telecommunications provider.  
(SPIN contact page from USAC website will suffice)
- Proof that Proposer is not on FCC Red-Light Status
- Requires FCC Registration Number and documentation from FCC. Information can be accessed at <http://www.fcc.gov/redlight/>

## **PROJECT GOALS**

The DISTRICT (LCS) is seeking telecommunication providers that are able to meet its data telecommunication needs. The present system utilizes fiber ethernet services.

## QUALIFICATIONS

Please provide responses to the following questions as well as details to offer a comprehensive representation of your company and its services.

Yes/No

1. Can the vendor be able to guarantee network availability at least 99.5% of the time in a calendar month, and packet delivery of 99.5% or greater, except for outages caused by the customer's equipment, fiber or copper cuts by third parties, acts of God, or other Force Majeure events.	
Please elaborate:	
2. Does your company monitor all telecommunication and/or Internet services 24 hours per day, seven days per week, 365 days per year?	
Please elaborate:	
3. Can your company ensure LCS 99.95% all telecommunication and/or Internet service availability during, each week of service provided with telecommunication and/or Internet service latency across your company's network, facilities and services not to exceed 30 milliseconds maximum?	
Please elaborate:	
4. Is your company able to provide immediate notification to LCS network department representative of any and all telecommunication and/or Internet service outages or anomalies which affect the use of the facilities, circuits, or network within LCS? What method do you propose for outage contact?	
Please elaborate:	
5. Please provide the process for LCS to report any problems with the facilities, circuits, network or telecommunication and/or Internet services including the minimum response time.	

## **TRANSITION PLAN**

As the cut-over date for any new carrier is July 1, 2015, LCS requires a transition plan to be provided with any proposal response. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the LCS transition team. The transition plan is to outline the expectations the supplier team would have of LCS and the information or task LCS is to provide the supplier and the date any information or task would be required.

LCS reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.

Service Provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this Agreement. Service Provider warrants that it had good title to all elements of the facilities and services and has the legal right to contract with LCS for the installation and use of such facilities and services. Service Provider shall indemnify LCS and its trustees and employees against any claims or threat of claims brought by any third party alleging infringement of any proprietary rights.

## **Customer Requirements**

Managed Wide Area Network Digital Transmission Services: Please provide quotes for the following minimum bandwidth requirements.

All connections must be Full Duplex

### **WAN Bandwidth**

- Liberty Charter School to aggregation point 20Mbps or faster.
- Include price schedule for increasing the speed of any of the WAN connection above the listed and or bid speeds.
- Pricing for 1 year, 3 year and 5 year contracts.

### **Voice Services**

- Up to four phone lines.
- Local and Long Distance rates.
- Pricing for 1 year, 3 year and 5 year contracts.

### **Network Requirements**

- Network connectivity must be either fiber optic, or FCC licensed full-duplex wireless radio, or a combination of both or Satellite.
- Hand off to our internal network must be Ethernet.
- Option for growth including, but not limited to, increases in bandwidth and/or additions of locations, as determined necessary by the District.

- Options for removal of sites due to closures or re-organization requirements as deemed necessary by the District. The District will require that there be no early termination charges or other penalties assessed in such situation that is determined to be outside the control of the District.

## **Service**

Service must include maintenance and repair with no additional pass through costs to the district.

Monitoring - Network services must follow an automatic detect and preventative maintenance procedure.

Monitoring - Provide LCS Technicians with network monitoring tools to monitor bandwidth usage and bottlenecks across the WAN.

Support - On-site response must be available within 12 hours of reported network malfunction.

Support - Provide LCS with elevated tech support access to your network engineers.

Repair - WAN repairs must be completed within 12 hours of the problem being reported.

Response - Provide a line item detail stating everything that is/was accomplished included with the repair service and a complete description/definition of each.

## **Information Requested**

- Proposed solution pricing
  - Special construction costs (curb to MPOE) should be amortized over the initial contract term as part of the bid. LIBERTY CHARTER SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR ANY EASEMENT/RIGHT OF WAY COSTS INCURRED BY THE PROPOSER WHILE IMPLEMENTING THE SOLUTION. The Minimum Point of Entry (MPOE) and Demarcation point in the Server Room at Liberty Charter School shall be determined by LCS technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point.
- Include any extra expenses that we may incur for initial setup and installation.
- Include any one-time and recurring costs.
- Explain any additional associated contractual obligations associated with growth option (as stated above).
- Support agreements including response times.
- Network Diagram
  - Provide diagrams of proposed WAN in Visio or similar format.

## **General Information**

All responses shall conform to instructions provided in this Request for Proposal (RFP) document.

## **Installation Timeline**

No billing can take place prior to July 1, 2015 though start up work can begin as early as possible in order to meet this deadline and maintain compliance with the E-Rate Program rules.

## **Deadline for RFP Submittal**

Vendors must submit all required documents prior to the deadline. All proposals shall be complete and final with no additional information required after the close of the submittal date, unless specifically requested by the District. Responses received after the deadline will be returned unopened as not meeting the RFP requirements.

## **Award of Contract**

The District reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible submitters, and to waive any informality in the Proposal.

## **Request for Proposal Preparation Cost**

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to the DISTRICT. The DISTRICT will not be held liable for any cost incurred by VENDORS in responding to the RFP.

## **Request for Proposal Submission Requirements**

All responses to this RFP should be submitted via email to [vbeebe@libertycharterschool.com](mailto:vbeebe@libertycharterschool.com) no later than March 26, 2015 2:00 p.m. MST with "Telecommunications Service, RFP # 15-16 Telecommunications" in the subject line.

All other inquiries should be made to: Vanessa Beebe, Technology Coordinator, at 9955 Kris Jensen Lane, Nampa, Idaho, 83686, e-mail @ [vbeebe@libertycharterschool.com](mailto:vbeebe@libertycharterschool.com), or phone 208-466-7952.

## **Instructions to Vendors**

All submissions meeting the deadline requirement are the property of LCS and will not be returned. All information submitted in the proposals will be kept confidential and accessed only by those employees of the DISTRICT reviewing the proposals.

### **The content and sequence of the proposal will be as follows:**

CoverLetter/Letter of Interest  
Table of Contents  
Vendor Company Data  
Experience and Client References  
Technical Capabilities  
Cost Proposal  
Transition Plan

### **Subcontracting**

Vendor must provide the name and address of any subcontracting firm with proposal. No subcontracting may take place until LCS provides written approval of subcontracting firms to the awarded Vendor.

The LCS reserves the right to reject a subcontractor who previously failed in the proper performance of an award or failed to deliver on-time contracts of a similar nature, or who is not in the position to perform this award. The LCS reserves the right to inspect all facilities of any subcontractor in order to make termination as to the foregoing. The subcontract will be equally responsible for meeting all requirements specified in the RFP.

### **Contract Terms**

Multi-year contract not to exceed 5 years  
Contract may be reviewed and amended by LCS's legal counsel.  
Contract will be reviewed and approved by the LCS governing board.

### **References**

Before awarding any contract, the DISTRICT reserves the right to require the vendor to submit evidence of qualifications, as it may deem appropriate. This evidence may be concerning financial, technical, and other qualifications as well as relevant experience and skills of the vendor.

### **Schedule**

The District and successful vendor must mutually agree on the implementation schedule. Failure to meet the timelines agreed upon may result in a penalty equal to 0.10% per day reduction in the total contract value for each day the provider fails to deliver the procured services from the date said same service became due.

**Payment and Funding**

The District intends to partially fund the services contemplated herein by leveraging the federal E-Rate program. Vendors should be familiar with and compliant with all applicable federal E-Rate policies. Bids from vendors that are not E-Rate eligible will not be considered for this RFP. Vendors must provide a response to the RFP that is compliant with E-Rate.

Vendors must submit their E-Rate Service Provider Identification Number (SPIN) in the vendor response. Vendors must submit their E-Rate Federal Communications Commission Registration Number (FCCRN) in the vendor response along with proof of FCC Green Light Status. The successful bidder also must abide by the requirements for vendors under the E-Rate program as set forth by the E-Rate program administrators. These requirements include, but are not limited to; filing of all Form 474 forms, extension of appropriate discounts to the participating eligible entities, careful record keeping for auditing purposes, and the provision of any information participating eligible entities must submit as part of their filing requirements. The bidder must identify and separate any costs that are associated with non E-Rate eligible entities and services as identified in the scope of work herein.