

Dale County Board of Education  
113 W. Reynolds Street  
Ozark, AL 36360  
334-774-2355

**REQUEST FOR PROPOSAL (RFP)  
WIDE AREA NETWORK (WAN) CONNECTIVITY &  
INTERNET ACCESS  
Dale County Board of Education**

**Bid Number 10-1**

**BID OPENING DATE: February 10, 2010 1:00 p.m.**

**Dale County WAN/Internet RFP:**

The primary goal of this RFP is to secure the most reliable, efficient, and cost effective WAN, Internet access service for students and teachers in Dale County Schools and remain in compliance with all rules, regulations, filing and application procedures and deadlines of the Universal Service Administrative Company, Schools and Libraries Division. Cost will be the primary factor but not the only factor in the selection of the vendor.

Dale County Schools is accepting bids for Fiber Wide Area Network (WAN) to connect all school sites and administrative offices. Bids may also include other WAN technologies if fiber proves to be non-cost effective; however, bids which contain fiber as the primary WAN technology will be preferred. The bid should also include 3MB of Internet Access, and the proposal should list option to increase internet bandwidth per 1 MB.

A Contract will be awarded for a 36 month period (July 1, 2010 – June 30, 2013) contingent upon approval of E-rate funding on an annual basis, with the school system having the option of two one year extensions July 1, 2013 to June 30, 2014 and July 1, 2014 to June 30, 2015. Dale County Schools will exercise options at their discretion provided pricing remains the same as originally agreed upon, vendor continues to meet all other requirements, the school system continues to be funded through the E-rate program, and when executing the Options does not violate bid laws or E-rate guidelines.

In connection with the execution of this contract, the vendor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers catalog numbers, etc., is intended to set quality standards and does not exclude bids from others as long as quality standards are met. Pictures, descriptions, and specifications shall accompany all bids.

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**Vendor Qualifications\Responsibilities:**

In the best interest of Dale County Schools, a minimum set of qualifications is required from each participating vendor. The possession of these qualifications will ensure that Dale County Schools receives efficient, reliable, and professional service. Preference will be given to vendors with the most experience in WAN/Internet operations within a K-12 educational environment. Dale County Schools reserves the right to reject any and all proposals, and also reserves the right to award the contract in a manner that is in the best interests of Dale County Schools and the Dale County Board of Education. Vendors wishing to submit a response to this RFP must meet, at a minimum, but, not limited to, the following requirements and submit proof of meeting these requirements with bid submissions.

*Any bid received that is incomplete, late, or otherwise incorrect, as per the instructions on this RFP, will be excluded from consideration in the bid process.*

- Vendor must maintain eligibility to participate as a service provider in the E-Rate program through the term of the contract.
- Vendor must meet USAC requirements for telecommunications provider, or internet service provider, or service provider, as applicable, for the term of the contract.
- Vendor must maintain “Green Light” status with the Federal Communications Commission (FCC) for the term of the contract. If the vendor receives a “Red Light” status with the FCC during the term of the contract, the vendor must notify Dale County Schools of the situation.
- Vendor must have a Telecommunications SPIN number for E-rate eligible items.
- Vendor will prepare Item 21 listing.
- Vendor must have at least five years experience in implementation and support of WAN operations in a K-12 environment in Alabama.
- All vendors submitting a bid are responsible for understanding USAC and FCC E-Rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do meet the rules of eligibility for E-Rate funding and should be filed as ineligible fees/charges.
- Vendor must have employed on staff, a minimum of two Microsoft Certified Systems Engineers (MCSE) for Windows 2000 Server or 2003, and two Cisco Certified Networking Professionals (CCNP) or equivalent.

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- To ensure prompt response time, vendor must have offices located in the State of Alabama.
- Vendor must be able to provide remote support of the entire system.
- Vendor must be able to provide on-site maintenance using experienced and qualified personnel.
- Vendor must provide a network diagram and description of the network design including transport speeds between each location.
- Vendor must submit at least five references from K-12 schools who can verify successful completion of similar projects (WAN\Internet).
- Vendor must provide a toll free number for technical support, as a minimum, Monday through Friday, 7:00 am to 5:00 pm.
- Vendor must provide a transition\implementation plan clearly defining and describing the activities and timelines necessary to complete implementation of each of the services (WAN, Internet) at all of the requested sites.
- It is understood that, except as otherwise specifically stated in this RFP, the Vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the Vendor.
- The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Vendor's expense. Labor shall include all restoration (leveling, sodding) of grounds broken up during the installation of this network.
- The Vendor and his representatives shall follow all applicable school district regulations while on Dale County Schools' property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the Vendor's logo clearly visible.

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- Vendor must maintain compliance with the specifications of this bid throughout the life of any awarded contract.
- The selected vendor will be responsible for notifying Dale County Schools of USAC deadlines and assisting with the preparation of appropriate documentation.

## **Bid Specifications**

### **Wide Area Network (WAN)**

Provide leased fiber optic WAN to connect all schools listed in Attachment 1. Bid should include options for full duplex, 100MB connectivity and optional 1GB bandwidth speeds.

The vendor must also provide Layer 3 routing and Quality of Service (QoS) throughout the WAN to ensure highly reliable data and video. If a fiber optic WAN is not cost effective, the vendor must propose a solution that will provide Full Duplex Service.

### **Internet Access**

Provide leased internet access services with 3MB connection to the internet, which will be shared between all Dale County Schools' locations, with list pricing options for increasing bandwidth by units of 1 MB. Vendor must provide a centralized access point to the Internet at the Dale County Board of Education building, and then distribute access to education facilities through the WAN. Dale County Schools will also require 10 public IP addresses.

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**Availability of Services:**

The vendor should be prepared to guarantee the availability of all services (Internet and WAN) at 98% as calculated by the following formula:

$(\text{Hours in a day}) \times (\text{days in a month}) \times (\text{number of sites}) - (\text{outage time in hours})$

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$(\text{Hours in a day}) \times (\text{days in a month}) \times (\text{number of sites})$

The vendor should also be prepared to guarantee the throughput of the network meets the quoted rate, taking into account normal network overhead, 98% of the time. Vendor must propose and Dale County Schools must agree upon a throughput measurement tool to measure and ensure compliance with this requirement. The vendor will be required to provide monthly report and ad hoc reports, as needed, to Dale County Schools to enable them to assess network usage trends. Payment will not be made by the customer for network outage time that exceeds 2 percent on a per site basis.

System and services must be installed, test, and fully operational to all specified sites at by 7:00 am, July 1, 2010. If the system is not operation by that time, the vendor must provide alternative connectivity to all specified locations at the vendor's cost. Dale County Schools reserves the right to terminate the contract and reward services to the next qualified vendor if the system and services are not available at the time and date specified above.

Service activation must be transparent and any down time required to activate the system and services must be approved by Dale County Schools.

The vendor must provide documentation on the resources they will use to manage, monitor, and repair equipment and infrastructure at all locations.

Dale County Schools reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.

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**Basis of Award:**

In accordance with the guidelines of USAC, this contract will be awarded to the most cost effective provider. Price will be the primary factor, but not the sole factor, in evaluating the bids. As stated in the Vendor Qualifications, other factors of consideration will be prior experience, including past performance; personnel qualifications, including technical excellence; and management capability, including schedule compliance. Award will be made to the responsive and responsible bidder offering a proposal that is deemed the most acceptable and advantageous to Dale County Schools.

The following table will be used to evaluate all proposals:

<b>Factor</b>	<b>Weight</b>
Price	30%
References	25%
Advantageous to Dale County Schools	15%
Flexibility of Services and/or Plan	10%
Personnel Qualifications\Experience	20%
<b>Total</b>	<b>100%</b>

The bid will be awarded as a collective grand total and not item by item.

No consideration will be given to any claims based on a lack of knowledge of existing conditions. For this reason, vendors should schedule site visits prior to the vendor submitting a response to the bid.

**Bid Submissions:**

Please send all proposals and supporting documentation to:

Dale County Board of Education  
Attn: Juan Cepero  
Bid for WAN\Internet Access  
113 W. Reynolds Street  
Ozark, AL 36360

Do not Fax proposals.

As stated on page one, all bid proposals must be received in the Dale County Board of Education office building no later than 1:00 p.m., Wednesday, February 10<sup>th</sup>, 2010.

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As a minimum, the bid package must include:

- One original (paper) and one electronic copy of the entire proposal.
- One copy in digital format (preferably CD).
- Performance bond of at least 5% of the bid amount, but not to exceed \$10,000.00.
- References as specified in this RFP.

**Inquiries:**

All correspondence and inquiries regarding this RFP should be addressed to:

Juan Cepero  
Technology Coordinator  
Dale County Board of Education  
113 W. Reynolds Street  
Ozark, AL 36360  
334-774-2355  
jcepero@dalecountyboe.org

Questions concerning this RFP will be accepted via email through Tuesday, February 9th, 2010. Any changes, additions, modifications to this RFP will be posted to the Dale County Schools webpage at [www.dalecountyboe.org](http://www.dalecountyboe.org). Vendors are responsible to check for modifications.

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**BID OPENING DATE: February 10, 2010, 1:00 pm**

**BID RESPONSE FORM  
Page 1**

NAME OF FIRM:

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ADDRESS OF FIRM:

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ERATE SPIN NUMBER \_\_\_\_\_

RESPONSIBLE PERSON'S NAME AND AUTHORIZED SIGNATURE

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DATE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

\*Signature certifies that the proposed solution and services meet all requirements outlined in the RFP and that the vendor will comply with all specified requirements unless exceptions are noted below.

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**BID RESPONSE FORM  
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EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS

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REFERENCES:

Minimum of 5 references from K-12 schools who can verify successful completion of similar projects (WAN\Internet). Use separate sheet if necessary.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

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**BID RESPONSE FORM  
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WAN Connectivity and Internet Access Services		
	Monthly/Annual Costs	One-time Installation or Setup, if any
<b>Option 1:</b>  <b>100MB Fiber Connectivity leased services to all sites listed on Attachment 1,</b> Summary of Connectivity Solution: (proposal should include technical summary about WAN Connectivity)	\$ /\$	\$
<b>Option 2:</b>  <b>1GB Fiber Connectivity to all sites listed on Attachment 1</b> Summary of Connectivity Solution: (proposal should include technical summary about WAN Connectivity)	\$ /\$	\$
<b>Option 3:</b>  <b>Upgrade T1 Connectivity at Newton Elem, South Dale Middle to Fiber Connectivity and Upgrade Point to Point Wireless at Midland City Elem. to Fiber Connectivity</b> Summary of Connectivity Solution: (proposal should include technical summary about WAN Connectivity)	\$ /\$	\$ 0
<b>3 Mbps Internet for entire District, minimum</b> (Entry point must be located at the Dale County Board of Education)	\$ /\$	\$ 0

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**BID RESPONSE FORM  
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	<b>Total Annual Recurring</b>	<b>Total One-time (Non-recurring)</b>
<b>Total Cost for WAN and Internet:</b>		
<b>Option 1:</b>	\$	\$
<b>Option 2:</b>	\$	\$
<b>Option 3:</b>	\$	\$

If any of the above services contain both E-rate eligible and ineligible costs, specify above.

**Additional Internet Services (per MB)**

<b>Additional Services</b>		
	<b>Monthly/Annual Costs</b>	<b>One-time Installation or Setup, if any</b>
Cost per each additional 1 Mbps unit of Internet Access up to 10 additional Mbps	\$ /\$	\$ 0

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**Dale County School District School and Office Locations  
Attachment 1**

Dale County Board of Education  
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Ariton Schools  
264 Creel Richardson Drive  
Ariton, AL 36311

Dale County High School  
11740 County Road 59  
Midland City, AL 36350

G. W. Long Elementary School  
2567 County Road 60  
Skipperville, AL 36374

G. W. Long High School  
2565 County Road 60  
Skipperville, AL 36374

Midland City Elementary School  
48 2<sup>nd</sup> Street  
Midland City, AL 36350

Newton Elementary School  
523 College Street  
Newton, AL 36352

South Dale Middle School  
309 Randolph Street  
Pinckard, AL 36371