

Jason Wilson, DTC

Memo

To: Mary Ann Gemmill

From: Jason Wilson

cc: Brad Hawkins

Date: November 7, 2019

Re: WAN Fiber Bid

I am requesting permission to submit an RFP for bids for our WAN fiber service. Currently the contract is held by HES but the current 5 year contract expires June 30, 2020. The attached RFP identifies the specs for our service as well as the terms of 5 years with the option to extend that 5 year contract up to three times.

Respectfully,

Jason Wilson, DTC

BID INVITATION/RFP
WAN Service
Issued by
Christian County Board of Education
P.O. Box 609
200 Glass Ave.
Hopkinsville, KY 42241-0609

Sealed bids will be received at the Christian County Board of Education, P.O. Box 609, 200 Glass Ave., Hopkinsville, KY 42241-0609, until 9:00 a.m., January 6, 2020 for **WAN Service**.

Introduction

Christian County School District is soliciting bids from eligible providers participating in Universal Service Fund E-Rate program. The selected vendor will be our primary source for the following:

Products, installation, configuration, and maintenance of a leased lit fiber or leased dark fiber Wide-Area-Network and must be in accordance with Universal Service Fund (hereafter to be called USF or E-Rate).

Vendor Guidelines

Vendors making proposals under this RFP shall be prepared to provide all equipment, materials, labor, and services, not specifically mentioned or shown, which may be necessary to complete or perfect all parts of any installation contract awarded. They shall insure that they are in rules provided by the Universal Service Administrative Company (USAC). To this end, all vendors who present a proposal must meet the following guidelines:

- A. All bidders must have a Service Provider Identification Number (SPIN). This number must be supplied by the bid deadline. Information on obtaining a SPIN is available at <http://www.universalservice.org/sl>
- B. Any vendor submitting a bid must agree to comply with rules and regulations of the Universal Service Administrative Company. Vendors must be familiar with billing methods and timelines associated with the program, and bid submission of a bid constitutes agreement to all USAC terms. Christian County Public Schools prefers to receive discounted bills.
- C. Bids resulting from this advertisement will be subject to all USAC, FCC, State of Kentucky, and Christian County Public Schools specifications and requirements.
- D. All bids and awards related to this RFP are subject to Christian County Public Schools receiving approval for funding through the E-Rate process. In the event projects are not funded, Christian County Public Schools is under no obligation to select a provider and award a contract and may reject any and all bids if circumstances deem necessary..
- E. Written contracts including a detailed scope of work and project schedule will be required.
- G. Dependent upon E-rate funding, contracts shall be awarded to persons or entities submitting the best overall proposals as determined by Christian County Public Schools. Factors to be considered in awarding the contracts are determined by Christian County Public Schools with pricing/cost being the most weighted determining factor.

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RFP Instructions

Please provide pricing in the form of monthly lease rates for completing, operating, maintaining, and monitoring of the Wide-Area Network components.

Quoted prices must be planned to be effective starting July 1, 2020 and extend through June 30, 2025. Christian County School District retains the right to execute up to (3) five-year contract extensions beyond the initial five-year term.

The successful vendor will be required to participate in the Universal Service Fund and will provide the appropriate discounts if applicable to this project. If Christian County School District does not receive USF funding for the project, Christian County School District may choose not to lease these products and services.

Bid must include a table showing monthly lease costs for the next five years per location. Maintenance costs must be included in the monthly lease costs.

If existing fiber is not used and installation is involved, bidder must break out the on premise equipment costs from the fiber installation costs. Extreme Networks equipment is currently used, and any on premise equipment must connect to the existing equipment.

Format, Due Date

Bids will be opened and acknowledged for receipt at 9:00 a.m., January 6, 2020. Any bids received after said date and time will not be considered; however, no awards will be made until after the review is complete. Bids must be sealed in an envelope that is clearly marked "WAN Service" and delivered to the Christian County Board of Education. All proposals are subject to verification.

*Christian County Board of Education
Attn: Jason Wilson, DTC
P.O. Box 609
200 Glass Ave
Hopkinsville, KY 42241*

The Christian County Board Of Education reserves the right to accept any bid, reject any or all bids, and to waive any informalities received where such acceptance, rejection, or waiver is considered to be in the best interest of the CCBOE. CCBOE also reserves the right to reject any bid where evidence or information submitted by the Bidder does not satisfy the CCBOE that the Bidder is qualified to carry out the requirements of the contract documents.

Any questions should be addressed to Jason Wilson, District Technology Coordinator for the Christian County Board of Education at (270) 887-7012.

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Contract

The proposal should include a contract for all proposed products and services. If the vendor does not wish to submit an actual contract with the proposal, due to the different alternatives proposed and pending choices from those alternatives (Ex: 1 GBPS and 10GBPS proposals, dark fiber, lit fiber), a sample contract should be submitted with the proposal.

Wide-Area Network Specifications

1. WAN must provide a minimum 1Gbps but preferred 10Gbps solution.
2. Services must be in place by July 1, 2020.
3. If fiber is to be lit, the service provider must activate the fiber or wireless connections in each building, either with transceivers, routers, etc that are dedicated to WAN functions and are included in the overall lease agreement. School District may never own this equipment.
4. WAN design with redundancy is preferred.
5. All outlying school locations will be connected back to the location of the data center that the school district designates (200 Glass Ave.)
6. WAN must be monitored 24/7 for up time.
7. Provider will provide on-site service in a link down situation in 4 hours maximum response time.
8. School District must be able to pass all standard Ethernet protocols to any point in the network.
9. WAN must be capable of passing voice and video traffic as well if the traffic is converted to data.
10. If routers are provided, they must be able to pass all Kentucky Educational Technology System (KETS) traffic. Same with transceivers.
11. If Christian County School District closes or opens a school location the contract will allow for the addition or subtraction of a school with no penalty to be incurred. If there is a build out of infrastructure needed for a new location not listed, an agreed cost by Christian County Public Schools and the provider will be assessed.

School/Site Name	School/Site Address
Christian County Board of Education – Includes Campus Coverage of: CCHS, CCMS, Day Treatment, & Gateway Academy	200 Glass Ave.
Christian County Board of Education - Personnel	(Glass/Elm Street)
Christian County Alternative School- Stadium	4400 LaFayette Road
Crofton Elementary School	12145 S. Madisonville Road
Gateway Academy Breathitt Campus	715 North Drive
Hopkinsville High School	430 Koffman Dr.
Hopkinsville Middle School	434 Koffman Dr.
Indian Hills Elementary School	313 Blane Dr.
Martin Luther King Jr. Elementary School	14405 Dr. Martin Luther King Jr. Way
Millbrooke Elementary School	415 Millbrooke Dr.
Freedom Elementary School	831 North Dr.
Pembroke Elementary School	1600 Pembroke-Oak Grove Rd.
Sinking Fork Elementary School	5005 Princeton Rd.
South Christian Elementary School	12340 Herndon-Oak Grove Rd.

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Bidding Award Matrix

All bids will be evaluated on a number of criteria that may include but not limited to: Cost, proposal quality, quality of products of used, prior work with district, and history of compliance with E-Rate rules/Ability to comply

Authentication of Bid Proposal and Statement of Non-Collusion and Non-Conflict of Interest

By signing below the vendor swears or affirms, under the penalty of false swearing as provided by KRS 523.040, that he/she is in compliance with all of the following:

- That I am the bidder (if bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority on its behalf (if the bidder is a corporation);
- That the cost quoted in the attached bid or bids responding to the WAN service Invitation to Bid are correct and have been arrived at by the bidder independently and have been submitted without collusion and without agreement, understanding, or planned common course of action, with any vendor of materials, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
- That the content of the bid or bids have not been communicated by the bidder, or its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;
- That the bidder is legally entitled to enter into the contracts with the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of the Model Procurement Code (KRS Chapter 45A);
- That I have fully informed myself regarding the accuracy of the statements made above and that I have read the entire contents of this bid invitation and accept all the terms and conditions as part of my proposal and will be bound by the same. I am not relying on any statement, verbal or otherwise, not contained herein.

This proposal cannot be considered valid unless the bidder fully completes the information below:

Signature of Bidder

SPIN# _____

Title

Firm Name

Address

Phone

Date