

**Hopkins County School District
Request for Proposals
High-Speed Wide-Area Network
Products and Services
November 2017**

Proposals Due: January 17, 2018 before 12:00 p.m. CST

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I. Introduction

The Hopkins County School District is soliciting bids from reputable Telecommunications or Internet Access Providers for a High Speed Wide-Area Network. The Hopkins County School District is seeking a lit or dark fiber service that will connect outlying sites to the Hopkins County Schools Board of Education. The selected vendor will be our primary source for the following:

A High-Speed Wide-Area Network, providing Telecommunications Data Transmission Services or Internet Access as defined by the Universal Service Fund in the Eligible Services List. The successful Bidder will include products, any necessary installation, configuration, and maintenance of the Wide Area Network in accordance with Universal Service Fund (hereafter to be called USF or E-Rate) rules. (For additional information on definitions and requirements, please visit the following website: <http://www.usac.org/sl/>.)

Please note that the term Universal Service Fund (hereafter to be called USF or E-Rate) is used throughout this RFP for defining all eligible products and services for which school systems can receive discounts from the providers of these products and services. Bidder must be an approved Provider per USF rules at the time the bidder submits their bid to be considered and must continue participation in USF throughout the term of this agreement including any extensions. Implementation of the High-Speed WAN is contingent upon E-Rate funding.

II. RFP General Instructions

A. Completing the RFP

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

Quoted prices must be planned to be effective starting July 1, 2018. This will be a multi-year contract beginning on July 1, 2018 and extend through June 30, 2023. Hopkins County School District retains the right to extend this contract for up to 10 more years in two five-year increments starting July 1, 2023.

The successful vendor will be required to participate in the Universal Service Fund and will provide the appropriate discounts throughout the term of this contract for all applicable services. If the Hopkins County School District does not receive USF funding for this project or if district priorities and needs change, the Hopkins County School District may choose not to lease these products and services.

Bidder must provide USF Service Provider Identification Number (SPIN) and proof that the bidder is an approved Telecommunications Services or Internet Access Provider as recognized by the Schools and Libraries Division (SLD) for E-Rate in their bid response.

B. Format, Due Date

Proposals are due no later than 12:00 p.m. CST, January 17, 2018. Submit responses to:

Drew Taylor, Chief Information Officer
Hopkins County Schools District
320 South Seminary Street, Madisonville, KY 42431
Phone 270-825-6000
e-mail: drew.taylor@hopkins.kyschools.us

All submitted proposals will be considered the property of the Hopkins County School District.

Your completed proposal should be submitted to Drew Taylor at the physical address listed above or via e-mail (preferred).

The Proposal must provide contact information for one person to be the coordinator for your RFP response and for any clarification activities that might be necessary.

C. 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 different alternatives proposed and pending choices from those alternatives, a sample contract should be submitted with the proposal.

D. Confidentiality

All material submitted by The Hopkins County School District must be treated as confidential and cannot be used for any other purpose than the response to this RFP.

Information submitted by any vendor will be considered confidential to the Hopkins County School District and will not be used for any other purpose than evaluating vendor responses.

E. Selection Process

A number of factors will influence the Hopkins County School District's decision in selecting the vendor. These factors include (but are not limited to) a technical evaluation based upon the vendor's ability to deliver and support these products and services in a timely manner. Equally important is a vendor evaluation based upon vendor reputation, past performance with similar projects in local area school districts and businesses, service and support resources, knowledge of and experience with USF policies and procedures.

Please note that the Hopkins County School District will select the most cost-effective provider based upon the best overall solution and value. Price will be a primary factor but not the sole factor considered and Hopkins County Schools is not obligated to select the lowest price bidder. Cost effectiveness is determined in part by both short-term and long-term cost analysis.

If a provider is selected by the administration, the School Board will be asked to approve the successful service provider at their next scheduled meeting.

F. Disclaimer

This RFP does not commit the Hopkins County School District to any specific course of action. The Hopkins County School District reserves the right to not select any vendor or purchase any goods or services resulting from this RFP.

III. Wide-Area Network Specifications

The services and products are to provide connectivity from the sixteen Hopkins County Schools to the Hopkins County Board Of Education (HCBOE) Hub Site, either directly or through another school. The addresses for the sites are listed in *Appendix B*.

The following is a list of specifications for providing Wide-Area Network (WAN) products and services to the Hopkins County School District (hereinafter called Hopkins County):

1. WAN must be complete and operational on July 1, 2018.
2. WAN must be approvable under Telecommunications or Internet Access definitions -- Fiber is required.
3. WAN must provide a minimum of 1Gbps to each school/location.
4. Fiber connectivity at the Hopkins County Board of Education (HCBOE) should be specified as follows:
 - A. Sixteen (16) point-to-point fiber uplinks providing service to the sites listed in *Appendix B*.
 - B. Indicate whether or not fiber will pass through a service provider hub-site before reaching destination.
 - C. Indicate whether there will be any limitations or barriers, such as limited number of VLANs across the WAN, maximum number of MAC Addresses or concurrent connections, etc.
5. All outlying school locations will be connected back to the location of the District Office hub site for Hopkins County Schools, either directly or through another school.
6. Provider will provide on-site service in a link down situation with a 4-hour maximum response time.
7. Hopkins County must be able to pass all standard Ethernet protocols to any point in their network. However, firewall products included in the service provided should be discussed.
8. WAN must be capable of passing voice and video traffic as well as Ethernet protocols if the traffic is converted to data.
9. Any equipment provided, must be able to pass all Kentucky Educational Technology System (KETS) traffic.
10. All non-recurring installation costs should be identified and specified.
11. All maintenance and support costs must be included in the lease costs or identified in the non-recurring costs.

IV. Submission of Proposals

A. *Description of Data Service*

Describe in detail the service you propose to provide. Include bandwidth minimum and maximum capabilities or opportunities for growth. Discuss stability and security of the service proposed. Describe remote management and monitoring capabilities. Provide a list of equipment (compatible with the Extreme Networks equipment currently in use in Hopkins County School District). Describe space requirements at each site along with power and environmental requirements. Provide product specification sheets and any special requirements.

B. *Technical Support and Outage Services*

Describe response time in the event of an outage and technical support contact information. Provide information about methods for prioritizing service calls and qualifications of technicians who will respond to calls for support or repair.

C. *Service Transition Plan*

Please describe your plan for transitioning from the current Fiber services to the proposed service and estimate downtime at each site.

D. *E-Rate Eligibility*

Provide statement of understanding and compliance with E-Rate requirements and guidelines. Provide information about service eligibility. Provide Service Provider Identification Number (SPIN) and E-Rate vendor contact information.

E. *Costs – Special Construction, Recurring, and Non-Recurring*

Provide costs for all the services you propose including tariffs, taxes and fees, surcharges, setup or installation fees and any equipment charge. Provide a breakdown for recurring (monthly) and non-recurring costs (one-time).

All E-rate applications including special construction are subject to review and detailed questioning. Respondents should provide or be prepared to promptly provide the following information:

1. A map file of the proposed fiber route
2. The cost per foot of fiber
3. The cost per foot of fiber installation (splicing, pulling through conduit, hanging on poles)
4. The cost per foot of outside plant materials (conduit, handholes, markers, aerial make ready materials)
5. The cost per foot of outside plant installation (trenching, handhole and marker installation, installation of aerial make-ready materials)

F. *Installment Options*

Provide installment options for the non-discounted share of the Special Construction costs, including plans for 2, 3, and 4 years

G. *Company Information*

Provide information about your company and experience with this type of service. If you will subcontract installation or support services, provide information on the companies providing services. Provide contact information for the person(s) responsible for installation and if a different person/service is responsible for outages and daily operations, provide continuing service contact information, as well.

H. *Value Added Services*

Describe any other features of your proposal that may add value to the District's WAN and enhance service to its students or employees.

V. Evaluation of Proposals

All proposals will be evaluated on a number of criteria that may include but are not limited to:

- A. *Cost of Services*
- B. *Format and completeness of proposal*
- C. *Technical evaluation of proposed services*
- D. *E-Rate eligibility of proposed services*
- E. *Experience and reliability of vendor with proposed services*
- F. *Guaranteed bandwidth for WAN service*
- G. *Technical support capability of vendor and ability to respond in case of an outage*

VI. Assistance for Respondents

Questions regarding the RFP should be e-mailed to:

Drew Taylor, Chief Information Officer
Hopkins County School District
drew.taylor@hopkins.kyschools.us

VII. WAN Proposal Requirement Coversheet (See *Appendix A* attached).

This form should be included with any printed and submitted original Bid Response, scanned in with original signatures, and submitted with any e-mail copy.

Appendix A

Wide-Area Fiber Network RFP Coversheet

_____ **Three copies of Proposal Enclosed**

_____ **Responses to Section V included:**

- _____ **A. Description of Data Service**
- _____ **B. Technical Support and Outage Services**
- _____ **C. Service Transition Plan**
- _____ **D. E-Rate Eligibility**
- _____ **E. Costs**
- _____ **F. Company Information**
- _____ **G. Value Added Services**

Submitted by
(Company Name): _____

Company SPIN #: _____

Signed by: _____

Print Name/Title: _____

Phone Number: _____

Date: _____

Appendix B

All sites are listed in **Chart A** along with the physical address of the site. They will connect at 1Gbps back to the Hopkins County Schools Central Office at 320 South Seminary Street, Madisonville, KY 42431, either directly or through another school. **Chart B** shows the current direct connect for each site. Some sites currently connect directly to another site before connecting back to the Central Office.

Chart A

School/Site	School/Site
Name	Address
Hopkins County Schools Academy	75 S. Railroad Street, Madisonville, KY 42431
Hopkins County Schools Day Treatment	110 Sugg Street, Madisonville, KY 42431
West Hopkins School (K-8)	2695 Rabbit Ridge Road, Nebo, KY 42441
Jesse Stuart Elementary School	1710 Anton Road, Madisonville, KY 42431
James Madison Middle School	510 Brown Road, Madisonville, KY 42431
Grapevine Elementary School	1150 Hayes Avenue, Madisonville, KY 42431
Hopkins County Career and Technology Center	1775 Patriot Drive, Madisonville, KY 42431
Hanson Elementary School	121 Eastlawn Road, Hanson, KY 42413
Hopkins County Central High School	6625 Hopkinsville Road, Madisonville, KY 42431
Browning Springs Middle School	357 West Arch Street, Madisonville, KY 42431
Madisonville North Hopkins High School	4515 Hanson Road, Madisonville, KY 42431
South Hopkins Middle School	9140 Hopkinsville Road, Nortonville, KY 42442
Pride Elementary School	861 Pride Avenue, Madisonville, KY 42431
West Broadway Elementary School	127 West Broadway, Madisonville, KY 42431
Southside Elementary School	9220 Hopkinsville Road, Nortonville, KY 42442
Earlington Elementary School	1967 Championship Drive, Earlington, KY 42410

Chart B

School/Site	Connects directly to site:
Hopkins County Schools Academy	Central Office (address above under Appendix B)
Hopkins County Schools Day Treatment	Central Office
West Hopkins School (K-8)	Central Office
Jesse Stuart Elementary School	Central Office
James Madison Middle School	Central Office
Grapevine Elementary School	Central Office
Hopkins County Career and Technology Center	Central Office
Hanson Elementary School	Madisonville North Hopkins High School (address in Chart A)
Hopkins County Central High School	Central Office
Browning Springs Middle School	Pride Elementary School (address in Chart A)
Madisonville North Hopkins High School	Central Office
South Hopkins Middle School	Southside Elementary School (address in Chart A)
Pride Elementary School	Central Office
West Broadway Elementary School	Central Office
Southside Elementary School	Central Office
Earlington Elementary School	Grapevine Elementary School (address in Chart A)