

REQUEST FOR PROPOSAL

INTERNET SERVICE PROVIDER

For

WOODLAND HILLS SCHOOL DISTRICT



Last Update January 24, 2018

Overview

Woodland Hills School District (hereafter collectively referred to as WHSD) seeks Request for Proposal (RFP) for a Internet Service Provider (ISP services), including secondary DNS, for a three (3) year period starting on July 1, 2018, and ending June 30, 2021, with an option to extend for an additional two (1) year terms at the same price (See Specification 3.a). Proposals must state all recurring and non-recurring costs to WHSD associated with the proposed ISP service.

The objective of this RFP is to accomplish a fair, open, and competitive procurement. This RFP may be reviewed at the WHSD District Office Building located at 531 Jones Avenue, North Braddock, PA. 15104 The RFP is accessible electronically at www.WHSD.net on the Business Department webpage.

Bidding

Sealed bids must be received in the office of the Business Department, at the WHSD District Office Building located at 531 Jones Avenue, North Braddock, PA. 15104 Bids will be publicly opened at 2:00 pm on February 22, 2018

Only written paper copies of proposals will be accepted; no proposals will be accepted by electronic means (i.e., fax, email). WHSD may cancel the procurement or reject any or all bids in accordance with Pa. Code § 69.4. Applications from vendors without an e-rate SPIN will be disqualified.

WHSD assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Late proposals will not be accepted.

Responding vendors may request clarifications regarding specifications outlined in this RFP. Clarifying questions will be answered directly.

Requests for clarifications can be directed to the WHSD Technology Department:
Steve Muiteer, Technology Director
(412) 731-1300 ext. 0103
muitst@whsd.net

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program. The Vendor also shall provide the company's FCC Registration Number.

Service Provider Annual Certification Form

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <http://www.universalservice.org/sl/> in the Forms section.

The District's Reimbursements

The Vendor agrees to provide reimbursements to the District for discounts on eligible services received on or after the effective date of discounts and already paid for by the District.

Cooperation with District's Preparation of E-rate Applications

The Vendor must agree to provide information on a timely basis that the District requests in order for the District to timely apply for E-rate applications.

Separate Itemization of E-rate Eligible and Ineligible Products and Services

The Vendor shall separately itemize the cost of E-rate eligible and ineligible products and separate installation costs, if any. To determine what items are eligible, visit the E-rate Eligible Services List at <http://www.universalservice.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

Compliance with E-rate Contract Signing Rules

The Vendor must acknowledge in its Proposal that the Vendor will make every effort to have any contract addendums that may arise from this RFP signed in accordance with the E-rate contract signing rules.

Non-Collusion Affidavit

The Vendor shall execute an Affidavit of Non-Collusion in the form prescribed by the District to confirm that the Vendor is not in violation of the anti-bid rigging state law provisions of the state procurement law, or in violation of the FCC's Fifth Report and Order, as codified in 47C.F.R.

Guarantee to Meet Service Start Date

The Vendor must be prepared to provide service starting July 1, 2018.

Weighted Factors

The contract will be awarded based on best-value to WHSD and its constituent districts, as well as evaluation criteria set forth in this document. Weighted factors contributing to the award are included in the following breakdown:

Weighted Factor Breakdown:

FACTOR	WEIGHT
Cost of Services	40
Meeting Technical and Site Specifications	25
WHSD Vendor Familiarity	25
Vendor is Well-Established within Pennsylvania	10
TOTAL	100

Bid Judging Process

At minimum of three (3) district employees will be used in the judging process.

Points awarded for Cost of Services will not be subjective but will be based on a fixed formula. The formula for awarding points for the factor of cost will be:

Lowest priced vendor = LPV

Each Responding vendor = RV

Each Vendor's Cost of Services points awarded = 40 * LPV / RV

Therefore, the lowest priced vendor will be awarded 40 points for the Cost of Services factor. All other vendors will be awarded points based on their proximity in price to the lowest priced vendor. Example: A vendor with a bid twice as expensive as the lowest priced vendor will mathematically receive 20 points.

The judges will weigh all factors other than Cost of Services on a five-point scale, up to the maximum points available in each weighted factor. Example: for "Meeting Technical and Site Specifications", judges will award either: 0, 5, 10, 15, 20, or the maximum 25 points.

Specifications for Internet Service Provider for Woodland Hills School District

Woodland Hills School District (WHSD) reserves the right to reject any and all bids and to waive any informalities in proposals received. WHSD may cancel the procurement or reject any or all bids in accordance with Pa. Code § 69.4. Although these specifications are intended to be complete, some questions may arise. If further clarification is necessary, questions can be directed to Steve Muiter, Technology Director, at 412-731-1300 ext. 0103. Consummation of this RFP process is contingent upon WHSD being awarded E-rate funding.

1. Specifications:

- a. ISP shall provide no less than 500 Mps of duplex business class Internet transit.
- b. ISP shall provide connectivity via one Gigabit Ethernet (GE) interface.
- c. ISP shall provide proof of two redundant upstream providers.
- d. ISP shall provide bandwidth 24 hours per day, 365 days per year.
- e. ISP shall have network engineering support 24 hours per day, 365 days per year.
- f. ISP shall maintain network monitoring capability and notification to WHSD at the point of any disruption of service.
- g. ISP shall provide web-based bandwidth utilization reporting.
- h. ISP shall provide support on district owned /20 range of Public IP addresses.
- i. ISP shall grant WHSD control over DNS services as primary with authoritative control.
- j. ISP shall install all services and equipment included in proposal.
- k. ISP shall guarantee quality of service – minimum uptime 99% per month with minimum of 4 hours' response and resolution to problems, with documented discounts given for outages exceeding 4 hours. WHSD to allow for brief pre-arranged outages during off-hours for vendor maintenance.

2. Additional Information Required:

- a. ISP's Service Level Agreement.
- b. ISP's policy on bursting bandwidth utilization.
- c. ISP's E-rate SPIN number.
- d. Proof that ISP's E-rate annual SPAC has been submitted.
- e. ISP's written statements to comply with all Vendor E-rate Compliance as previously stipulated.

3. Pricing:

- a. Pricing shall be quoted on a three (3) year contract initial term, and include an option to extend for an additional two (1) year terms. This shall be specified in the contract and purchase order. Maximum duration of the agreement, including all extensions, shall be five (5) years.
- b. Pricing shall be quoted per Mbps of bandwidth purchased.
- c. Pricing may be "tiered" for levels of service.
- d. Pricing shall show monthly recurring costs and one-time installation costs.