

**ROSEMEAD SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL  
AND CONTRACT TERMS AND CONDITIONS  
RFP# Y19 WAN E-RATE**

**TECHNICAL SPECIFICATIONS FOR HIGH SPEED DATA  
INFRASTRUCTURE PROJECT**

**WIDE AREA NETWORK  
DIGITAL TRANSMISSION SERVICES**

**INTERNET ACCESS SERVICES**

## REQUEST FOR PROPOSAL RFP# Y19 WAN E-RATE

470 and RFP availability date February 24<sup>th</sup> 2016.

Rosemead School District will accept PROPOSALS for TECHNICAL SPECIFICATIONS FOR HIGH SPEED DATA INFRASTRUCTURE PROJECT DIGITAL TRANSMISSION WIDE AREA NETWORK SERVICES.

The PROPOSALS must be received prior to March 31st at 2:00 PM PST, in a sealed envelope labeled with the title and number and addressed to the Rosemead School District, ATTN: Alex Gaeta, Address: 3907 Rosemead Blvd Rosemead CA 91770. Proposals will be opened at above time and date. Proposals received after the above stated time will be returned to bidder unopened.

Proposals must be signed. A copy of the request for proposal is available at the following website [www.rosemead.k12.ca.us](http://www.rosemead.k12.ca.us) under resources/Request for Proposals (RFP)

Vendors must walk the sites in order to inspect entrance facilities – Demarc to MPOE. Site walks are mandatory on Monday March 14, 2016 at 10:30am contact Alex Gaeta via e-mail at [agaeta@rosemead.k12.ca.us](mailto:agaeta@rosemead.k12.ca.us)

The Board of Trustees of the Rosemead School District 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 22, 2016

## **PROJECT BACKGROUND**

The ROSEMEAD SCHOOL DISTRICT (RSD) has an on-going strategic plan, which includes telecommunication services, connectivity, and support. RSD's technology infrastructure consists of a local area network installed at each campus with a wide area network connecting the campuses together. The District is seeking to leverage its investment in these areas to achieve maximum operating efficiencies and cost savings.

## **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.

RSD has applied for E-Rate discounts since the program's inception. 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 RSD as a result of this RFP.

In addition, the district reserves the right to fund, (proceed with project or purchase) all, some, or none of the project regardless of E-Rate approval.

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 (2013/2014 and/or 2014/2015
  - (SPIN contact page from USAC website will suffice)
- Verification that the proposer is an eligible telecommunications provider (Y) for the telecommunications aspect of this RFP
  - (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 (RSD) is seeking telecommunication providers that are able to meet its data telecommunication needs. The present system utilizes various levels and types of services at multiple locations. Attached Appendix A provides a listing of all facilities.

## 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. The vendor must 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 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 RSD 99.95% for 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, at no additional charge, immediate notification to RSD 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 RSD?	
Please elaborate:	
5. Please provide the process for RSD to report any problems with the facilities, circuits, network or telecommunication and/or Internet services including the minimum response time.	

Please elaborate:	
6. Provide details regarding your company's service center, including, but not limited to, staffing experience, process and priority service.	
Please elaborate:	
7. Your company will provide a non-performance policy with RSD which provides RSD a monthly credit equal to two times the monthly rate multiplied by the percentage of monthly outage to any site within RSD, when such faults, outages or anomalies are due to the oversight neglect or unreliability of your company's services.	
Please elaborate:	
8. Does your company maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission of the United States of America?	
Please elaborate:	
9. Does your company agree that RSD can reserve 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?	
Please elaborate:	

### TRANSITION PLAN

As the cut-over date for any new carrier is **July 1<sup>st</sup> of 2016**, RSD 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 RSD transition team. The transition plan is to outline the expectations the supplier team would have of RSD and the information or task RSD is to provide the supplier and the date any information or task would be required.

RSD 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 RSD for the installation and use of such facilities and services. Service Provider

shall indemnify RSD 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

- Vendors must respond to the WAN RFP.
- Wide Area Network Digital Transmission Services: Please provide quotes for the following bandwidths.
  - 1 Gbps
  - 2 Gbps
  - 5 Gbps
  - 10 Gbps
  - 15 Gbps
  - 20 Gbps
- Internal routing scheme cannot be changed
- **WAN connections are Point-to-Point from each site back to District Office**  
Currently our district office is our main hub to all sites. We are asking for 2 separate quotes based on current configuration and a second quote listing The Maintenance and Operation Building as the main hub going out to all sites. Appendix A has the address of the Maintenance and Operations building.
- (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.*
- All equipment necessary to provide this connectivity shall be provided with no option of transfer of ownership to RSD. All vendor equipment installed shall be under repair maintenance at no cost to RSD for the life of the contract agreement.

### Information Requested

- Proposed solution pricing
  - **Special construction costs (curb to MPOE) should be amortized over the initial contract term as part of the MRC. 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 at each site and in the Data Center at the District Office shall be determined by RSD technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point.**
- MRC for initial contract month term as well as MRC starting with contract renewal term.
- Include any one-time and recurring costs and explain any additional associated contractual obligations associated with growth option (as stated above).
- Support agreements including response times.

## **Instructions to Vendors**

### **General Information**

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

### **Site Walks (Mandatory)**

Vendors must walk the sites in order to inspect entrance facilities – Demarc to MPOE. **Site walks will take place on March 14, 2016 at 10:30am at the District Office 3907 Rosemead Blvd. Rosemead CA 91770.** Contact: Alex Gaeta via e-mail at [agaeta@rosemead.k12.ca.us](mailto:agaeta@rosemead.k12.ca.us)

### **Installation Timeline**

No billing can take place prior to July 1, 2016 though start up work can begin as early as May 1, 2016 in order to meet this deadline and maintain compliance with the E-Rate Program rules.

### **Deadline for Request for Proposal 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

### **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.

### **Completion of the Price Module Worksheet**

Proposals must include the attached pricing worksheet. Please include the installation (one time) costs and monthly (ongoing) costs for all sites. Installation costs may be amortized into the monthly recurring charges.

### **Vendor Qualifications**

Any individual firm submitting a proposal must be able to provide evidence that the individual or firm and its personnel carrying out the responsibilities have expertise and experiences in all areas identified in the Services Required section of this RFP. The vendor shall provide three (3) K-12 references consisting of similar work and scope.

### **Request for Proposal Submission Requirements**

All responses to this RFP should be submitted in hard copy form (no email or other electronic submission), no later than 2:00 PM on March 31<sup>th</sup>, 2016 and clearly marked "Wide Area Network Digital High Speed Telecommunications Services RFP," delivered to:

**Rosemead School District  
ATTN: Alex Gaeta  
Address: 3907 Rosemead Blvd.  
Rosemead CA 91770**

All other inquiries should be submitted in writing to:  
Alex Gaeta via e-mail at [agaeta@rosemead.k12.ca.us](mailto:agaeta@rosemead.k12.ca.us)

All submissions meeting the deadline requirement is the property of RSD 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.

All responses to this RFP should be submitted in hardcopy form (no email or other electronic submissions).

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

1. Cover Letter/Letter of Interest
2. Table of Contents
3. Vendor Company Data
4. Experience and Client References
5. Technical Capabilities
6. Cost Proposal
7. Pricing Module Worksheet
8. Transition Plan

VENDORS MAY RESPOND TO THE WIDE AREA NETWORK/DIGITAL TRANSMISSION SERVICES AND/OR THE INTERNET ACCESS SERVICES SECTIONS OF THE RFP. IT IS NOT REQUIRED TO DO BOTH.

### **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.

### **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 this 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.

In addition, the Wide Area Network (WAN) high speed telecommunications services must also be eligible for, and receive, the applicable discounts funded through the California Teleconnect Fund (CTF) which is administered by the California Public Utilities Commission (CPUC). In accordance to CPUC resolution T-16763 all E-Rate program discounts must be posted via the Service Provider Invoice Form 474. The District will not file a Billed Entity Applicant Reimbursement Form 472 for applicable E-Rate discounts.

**Failure of vendor to apply appropriate discounts will be basis for termination of contract without penalty.**



## **APPENDIX A**

### **Locations**

#### **Current Routing (Option 1)**

- |                                 |  |
|---------------------------------|--|
| 1. <b>District Office (HUB)</b> | <b>3907 Rosemead Blvd. Rosemead CA 91770</b> |
| 2. <b>Janson Elementary</b>     | <b>8628 Marshall St. Rosemead CA 91770</b>   |
| 3. <b>Savannah Elementary</b>   | <b>3720 Rio Hondo Ave. Rosemead CA 91770</b> |
| 4. <b>Encinita Elementary</b>   | <b>4515 Encinita Ave. Rosemead CA 91770</b>  |
| 5. <b>Shuey Elementary</b>      | <b>8472 E. Wells St. Rosemead CA 91770</b>   |
| 6. <b>Muscatel Elementary</b>   | <b>4201 Ivar Ave. Rosemead CA 91770</b>      |

#### **Potential Routing (Option 2)**

- |                                     |  |
|-------------------------------------|--|
| 1. <b>District Office</b>           | <b>3907 Rosemead Blvd. Rosemead CA 91770</b> |
| 2. <b>Janson Elementary</b>         | <b>8628 Marshall St. Rosemead CA 91770</b>   |
| 3. <b>Savannah Elementary</b>       | <b>3720 Rio Hondo Ave. Rosemead CA 91770</b> |
| 4. <b>Encinita Elementary</b>       | <b>4515 Encinita Ave. Rosemead CA 91770</b>  |
| 5. <b>Shuey Elementary</b>          | <b>8472 E. Wells St. Rosemead CA 91770</b>   |
| 6. <b>Muscatel Elementary</b>       | <b>4201 Ivar Ave. Rosemead CA 91770</b>      |
| 7. <b>M&amp;O Building (HUB)***</b> | <b>3640 N Rio Hondo Ave. 91770</b>           |

**\*\* (Potential Location of Main Hub Location)**