

REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	140579
SCHOOL NAME	MILLER GROVE INDEP SCHOOL DISTRICT
ADDRESS	7819 FM 275 SOUTH
CITY, STATE, ZIP	CUMBY, TX 75433

Please submit questions or proposals to the school by email or mail.

CONTACT	DAVY MOSELEY	
EMAIL	dmoseley@mgisd.net	
PHONE	903-459-3288	ext 332

Copy of all bids/proposals to:

CONSULTANT	MACHELLE MCKAY	
	COLLECT-ED LLC	
EMAIL	collect-ed@hotmail.com	
PHONE	(405) 830-2200	

FUNDING YEAR **2020-2021 (July 1, 2020 - June 30, 2021)**

SERVICES REQUESTED (As checked)		470 FILED		REQUIRED SITE VISIT	BIDS DUE BY:
CAT1	INTERNET ACCESS				
	TELECOMMUNICATIONS SERVICES (Data transmission)				
CAT2	INTERNAL CONNECTIONS (Hardware)	X	11/19/2019	YES	1/10/2020
	BASIC MAINTENANCE SERVICES	X	11/19/2019	YES	1/10/2020
	MANAGED INTERNAL BROADBAND SVCS				

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms (if applicable)

- 1 School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.
- 2 All requested products and services may be contingent upon Erate funding approval and /or school board approval.
- 3 Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.
 - a. All service providers agree to participate and comply with any additional information needed and/or audits after the bid process. Based on USAC rules, apply to all winning or losing bids and up to 10 years from the last date of service.
- 4 All products and services proposed must be operational and compatible with all network equipment brands/software used by school district. Services and equipment offered must compatible without any additional cost or equipment required to provide technology solution.
- 5 School District reserves the right to accept all, some or none of the received bids.
 - a. School District may award bids or proposal by per product, per project or entire bid basis.
 - b. A service provider – regardless of the size of the company or the category of service provided – must ensure that the Lowest Corresponding Price (LCP) is provided to applicants. The applicant is not obligated to ask for it, but must receive it.
 - c. Bid evaluations will be scored on Lowest Corresponding Price and most cost effective.
 - d. The school reserves the right to interview or ask additional questions to candidate as part of their submitted bid evaluation process.
- 6 This RFP may include not eligible items (for bid only) for school construction project or special technology project, required for job but not specific for Erate discount request and should be identified as NOT ELIGIBLE.
- 7 For most eligible services such as Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers must be within 100 mile radius (approx 1-2 hours) from school district location. If using sub-contractors, required disclosure of the contracting company and company information, including bonded, insured and with state specific requirements for any restrictions to personnel.
- 8 School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.
 - a **State of Texas only:** Inter-local purchasing pricing (TIPS) or Texas DIR state contract pricing preferred for best lowest price cost factor
- 9 Bids/proposals, contract/agreements may not contain liquidated damages or cancellation charges. Such charges are considered not eligible for Erate discounts.

REQUEST FOR PROPOSAL (RFP)
School District Specific - Additional Information

- 1 Request for proposal (RFP) will be public posted & communicated by the school (USAC minimum requirement 28 days)

<input checked="" type="checkbox"/>	USAC Website
<input checked="" type="checkbox"/>	School Website
<input type="checkbox"/>	Local Newspaper
<input checked="" type="checkbox"/>	Next School Board meeting; NOV 19, 2019
<input checked="" type="checkbox"/>	School Public Bulletin Board
<input type="checkbox"/>	School social media communication (facebook, twitter, etc)

- 2 For any questions or concerns about this RFP:

- a. Service provider MUST submit questions to school by email.
b. **DEADLINE FOR QUESTIONS:** question/answers to 28 day minimum (from posted FORM 470 date) per USAC requirements. Bids will be due as stated unless an extension is public posted or Cardinal Change requiring a new FORM 470.
c. Answers will be posted on school website for all available bidders to review before submitting a proposal (updated weekly as a minimum).
d.

SEE SCHOOL WEBSITE or PAGE:

www.mgisd.net/erate

- 3 **ONSITE VISITS** may be recommended unless otherwise noted as required action. Site visit attendance will be documented and may be a factor in the bid evaluation results.

- a. Only if site visit is scheduled, request to register INTEND TO BID PAGE will be a bid requirement
b. Onsite visits are highly recommended for such projects that include but not limited to cabling, installation, basic maintenance or managed internal broadband services.
c. Plan to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities.
d.
Two (2) dates and times will be available for groups to meet within the "bid window", from posting date to deadline date. (also meeting the USAC required 28-day minimum)
e. School may authorize a site visit by appointment after group visits. In order to maintain a fair and competitive bid, only the information given at the group meeting would be able to be discussed, any additional questions or concerns - need to be submitted in writing for public website reply.

- f. **Required Bidder's Conference or Site Visit:**

<input type="checkbox"/>	Applies to this RFP
<input type="checkbox"/>	Does not apply for this RFP

- g. **SITE VISIT LOCATION: Potential bidders must attend at least 1 scheduled meeting**

MILLER GROVE HIGH SCHOOL BUILDING 7819
FM 275 SOUTH CUMBY, TX 75433

- h. **GROUP VISIT #1:**

12/11/2019 @ 10AM

GROUP VISIT #2:

12/18/2019 @ 10AM

- 4 Disqualifying factors:

- a. Bids/Proposals must meet the minimum requirements as listed; incomplete bids may be subject to disqualification.
b. If a service provider does not attend a REQUIRED site visit; received bid may be subject to disqualification for no show to pre-bid meeting.

REQUEST FOR PROPOSAL (RFP)

Documentation Requirements

- A **INTEND TO BID PAGE: Service Provider Registration (see attached page) - ONLY IF SITE VISIT IS SCHEDULED**
- B **Instructions to submit**
- 1 Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
 - 2 Submit bids/proposals to SCHOOL CONTACT by email and/or mail
 - a. *Email copy of proposal to consultant for reference and any future audit purposes only. School makes final evaluation decision for winning bid.*
 - 3 Must be received no later than deadline date unless extension date is requested from school AND updated to the FORM 470 application.
 - 4 Submitted bids may be included in the bid evaluation points- did the proposal meet all the information as requested?
- C **Response bid/proposal MUST INCLUDE:**
- 1 USAC Service Provider SPIN #
 - 2 Federal Tax ID certificate (w-9)
 - 3 Company information: including a brief company background and experience.
 - a. Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
 - b. **FOR INSTALLATION OR ON-SITE SERVICES ONLY:** A copy of certificate of insurance. Please note the school district may request a current copy certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.
 - 4 A complete copy of contract with terms or legally binding contract with pricing for all products and services to review for consideration. Including Statement of Work / Services including maintenance and warranty information. (if any)
 - a. Copy of State contract pricing, if applicable.
 - 5 List of References (minimum of 3 within the state) with same scope of work.
 - 6 Copy of the list of posted questions & answers with date and signature - posted on school website.

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE

*****THIS FORM IS REQUIRED - ONLY IF SITE VISIT IS SCHEDULED*****

DATE _____

SERVICE PROVIDER: _____

CONTACT: _____

EMAIL: _____

OFFICE# or CELL#: _____

SITE VISIT?	yes, REQUIRED		PLAN TO ATTEND?
VISIT DATE/TIME #1	12/11/2019	10:00 AM	
VISIT DATE/TIME #2	12/18/2019	10:00 AM	
meet at address:			

Email questions, if any.

Please note any school breaks

THANKSGIVING* 11/25/2019-11/29/2019

CHRISTMAS* 12/23/19-01/03/2020

*** Due to school breaks, school contact may have limited access to email.**

BID DEADLINE	1/10/2020 *
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NOTICE TO POTENTIAL BIDDERS

- A Our intent is to provide a fair and open bid process.

Submit questions no later than

12/18/2020 *

to dmooseley@mgisd.net

MILLER GROVE INDEP SCHOOL DISTRICT

DAVY MOSELEY

- B All questions and answers will be posted by

12/20/2020 *

***or last school business day before weekend, school break or holiday**

- C For RFP updates, questions and answers– not through individual emails.

SEE WEB SITE PAGE:

www.mgisd.net/erate

- D Our intent is to provide a fair and open bid process.

- E We are not responsible for any missed electronic delivery/receipt of any emails or correspondence.

REQUEST FOR PROPOSAL (RFP)

Category One

READ ALL INSTRUCTIONS:

THIS SECTION FOR CAT1:

- ☐ Applies to this RFP
- ☒ Does not apply for this RFP

- 1 All bids submitted for requested products/services must meet or exceed:
SEE (a) General RFP Terms, (b) Category Terms and/or (c) School Specific information terms.
- 2 USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
 - a. **FOR SPECIAL CONSTRUCTION CHARGES - USAC requires additional worksheet of information!**
- 3 **INTERNET ACCESS & TELECOMMUNICATION:** Products / services must comply with annual USAC Eligible Services List. (ESL) All charges (or costs) MUST BE disclosed, defined and listed separately.
 - a. Monthly recurring charges CAN NOT INCLUDE any other charges.
 - b. All OTHER CHARGES (sales tax & surcharges, special construction, installation, maintenance, etc) must be listed separately.
 - c. **Must include all costs including** miscellaneous charges (as listed on ESL) for consideration: include any change fees, contingency fees, freight assurance fees/shipping, lease or rental fees, per diems or travel time, taxes, surcharges and other reasonable charges including but not limited to: installation, activation and initial configuration fees; design and engineering, project management costs, and/or on-site training. All charges must be identified for erate eligibility.
 - d. ERATE ELIGIBLE DISCOUNTS for Proposals may offer other service options including but not limited to: leased router & other required equipment (for CAT1 on-premise use) for consideration.
 - e. ERATE NOT ELIGIBLE FOR DISCOUNTS for Proposals may offer other service options including but not limited to: internet filtering, email, website services, or other technology solutions for improved network performance; any option not listed on the Eligible Services List (ESL), FORM 470 or RFP
 - f. Not eligible charges or cost allocations for eligible products/services must be provided at the time of the bid.
- 4 Service requests are estimates (qtys or capacity is more or less) and may fluctuate over life of the contract term.
 - a. All Internet Access & Telecommunication Services (WAN, PTP, etc) must be (1) dedicated symmetric bandwidth, bid/proposal must include bandwidth descriptions with increment pricing
 - b. A proposal or final contract must include the ability (1) to increase bandwidth or (2) add services to new school sites/locations (ENTITY) throughout the contract term by addendum, without the requirement new bid process.
Quantities listed on RFP are based on estimates more or less (MOL) and can be adjusted at FORM 471 application per service provider recommendation
 - c. or PIA review as needed to reduce funding requests.
 - d. Bids must be divided by location site specific, if not by district (shared products or services to include all schools)
 - e. The school district will be responsible for products and services ordered and not funded by USAC.
- 5 Services Contract Pricing may vary by terms or length of time. Make all available options to school for consideration, unless an option is specifically requested.
 - a. **Copy of the contract or agreement will be required, purchasing terms must be specific and eligible for E-Rate funding year.**
- 6 School District will accept questions VIA EMAIL about services seeking Erate discounts. Please see contact page 1 for information.

REQUEST FOR PROPOSAL (RFP)

Category One

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MUST INCLUDE ALL OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

INTERNET ACCESS

Defined as internet bandwidth to public internet

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

- | | |
|--|--|
| | (i) one year term [12 months] |
| | (ii) one year term [12 months] with extensions options up to 5 years |
| | (iii) Multi-year term (up to 3 or 5 years in length) |
| | (iv) Multi-year long term (for WAN services) |
| | (v) Special Construction costs (analysis for cost worksheet) |

0% = Estimated discount

SETDA INTERNET RECOMMEDATION BANDWIDTH (MBPS)

<u>QTY</u> <u>(MOL)</u>	<u>SERVICES FOR BID</u>	<u>DETAILS</u>	<u>DISTRICT</u> <u>WIDE</u> <u>SERVICES</u>	<u>LOCATION</u> <u>(DMARC</u> <u>ADDRESS)</u>	<u>MONTHLY</u> <u>CHARGE</u>	<u>TAXES /</u> <u>SURCHARGES</u>	<u>INSTALLATION</u>	<u>SITE VISIT</u>
	OTHER CHARGES:							
	SPECIAL CONSTRUCTION CHARGES	(additional data worksheet will be required)						
	NOT ELIGIBLE SERVICES	If any						

TELECOMMUNICATIONS SVCS (data transmission)

Defined as transport services - point to point or WAN

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

- | | |
|--|--|
| | (i) one year term [12 months] |
| | (ii) one year term [12 months] with extensions options up to 5 years |
| | (iii) Multi-year term (up to 3 or 5 years in length) |
| | (iv) Multi-year long term (for WAN services) |
| | (v) Special Construction costs (analysis for cost worksheet) |

0% = Estimated discount

<u>QTY</u> <u>(MOL)</u>	<u>SERVICES FOR BID</u>	<u>DETAILS</u>	<u>DISTRICT</u> <u>WIDE</u> <u>SERVICES</u>	<u>LOCATION</u> <u>(DMARC</u> <u>ADDRESS)</u>	<u>MONTHLY</u> <u>CHARGE</u>	<u>TAXES /</u> <u>SURCHARGES</u>	<u>INSTALLATION</u>	<u>SITE VISIT</u>
	OTHER CHARGES:							
	SPECIAL CONSTRUCTION CHARGES	(additional data worksheet will be required)						
	NOT ELIGIBLE SERVICES	if any						

REQUEST FOR PROPOSAL (RFP)

Category Two

READ ALL INSTRUCTIONS:

THIS SECTION FOR CAT2:

- ☒ Applies to this RFP
☐ Does not apply for this RFP

All bids submitted for requested products/services must **meet or exceed:**

- 1 **SEE** (a) General RFP Terms, (b) Category Terms and/or (c) School Specific information terms.
- 2 USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

INTERNAL CONNECTIONS, BASIC MAINTENANCE & MANAGED INTERNAL BROADBAND SERVICES: Products / services must comply with annual USAC Eligible Services List. (ESL)

- a. Please note any software, license and/or maintenance agreement must be included in proposal such products may be requested for both IC and BM.
- b. All hardware bids must include specification sheets (white papers, if applicable). All Software, licenses, maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.
- c. All equipment proposed must be operational and compatible with district's (or school's) existing network. A request may require specific brands/software may be essential to provide optimal performance and/or managability. Services and equipment offered must compatible without any additional cost or equipment required to provide technology solution.
- d. No refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.
- e. All hardware equipment installed by Service provider (or client) must include a value added service to label equipment with Erate project information: at minimum : FUNDING YEAR, FORM 471# and FUNDING REQUEST NUMBER (FRN#)
- 4 Services Contract Pricing may vary by terms or length of time. Make all available options to school for consideration, unless an option is specifically requested.

Copy of the contract or agreement will be required, terms must be specific and eligible for the entire E-Rate funding year. (July - June)

- a. Bids / Proposals may offer supplementary bids for alternative (or equivalent makes, models, or configuration designs) products and services to meet client minimum specifications.
- b. Each product or service must be indentified its eligibility for Erate discounts or cost allocations at the time of bid
- c. **Must include all direct or indirect costs to include** miscellaneous charges (as listed on ESL) for consideration: include any change fees, contingency fees, freight assurance fees/shipping, lease or rental fees, per diems or travel time, taxes, surcharges and other reasonable charges including but not limited to: installation, activation and initial configuration fees; design and engineering, project management costs, and/or on-site training. All charges must be identified for erate eligibility.
- d.
- 5 For USAC CAT2 budget limits set by USAC & FCC, The school district may reserve the right to change the order to meet budget constraints. Quantities listed on RFP are based on estimates more or less (MOL) and can be adjusted at FORM 471 application per service provider
- a. recommendation or PIA review as needed to reduce funding requests.
- b. Bids must be divided by location site specific, if not by district (shared products or services to include all schools)
- c. The school district will be responsible for products and services ordered and not funded by USAC.
- 6 School District will accept questions VIA EMAIL about services seeking Erate discounts. Please see contact page 1 for information.

REQUEST FOR PROPOSAL (RFP)
Category Two

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MUST INCLUDE ALL OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

INTERNAL CONNECTIONS (HARDWARE)

Defined as Network hardware and software (eligible for discounts by ESL)

80% = Estimated discount

QTY (MOL)	SERVICES FOR BID	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	PRICE (per unit)	TAXES (or other charges)	INSTALLATION (or other charges)	TOTAL PRICE	COST ALLOCATION (NOT ELIGIBLE COSTS)	SITE VISIT
1	CABLING & CONNECTORS	SINGLE MODE; OUTDOOR CONNECTION - EXTENDING EXISTING FIBER TO NEW LOCATION - school site visit required for accurate measurement (see attached map overview)	NO	MILLER GROVE HIGH SCHOOL TRACK						YES
1	CABLING & CONNECTORS	SINGLE MODE; OUTDOOR CONNECTION - EXTENDING EXISTING FIBER TO NEW LOCATION - school site visit required for accurate measurement (see attached map overview)	NO	MILLER GROVE ELEM SCH BUILDING- NEW CONSTRUCTION MULTI-PURPOSE FACILITY (name to be determined)						YES
3	NETWORK SWITCH & LICENSING	Minimum specs: Ubiquiti US-48-500W, rack-mount, 48 port, 48 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ + 2 x Gigabit SFP, PoE+ or equivalent. NOTE: refurbished equipment bids will be accepted with minimum 1 year warranty; bids must be marked REFURBISHED EQUIPMENT.	NO	MILLER GROVE HIGH SCHOOL TRACK						NO
4	NETWORK SWITCH & LICENSING	Minimum specs: Ubiquiti US-48-500W, rack-mount, 48 port, 48 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ + 2 x Gigabit SFP, PoE+ or equivalent. NOTE: refurbished equipment bids will be accepted with minimum 1 year warranty; bids must be marked REFURBISHED EQUIPMENT.	NO	MILLER GROVE ELEM SCH GYM						NO
1	FIREWALL - LICENSE ONLY	LICENSE ONLY - for Dell SonicWall NSA3600 (part# 01-SSC-3850) or equivalent	YES	DISTRICT						NO
		Multi-year license agreement? (INCLUDE ANY/ALL OPTIONS)								
		Extended Warranty or Maintenance Agreement for listed equipment (see RM categories)								

BASIC MAINTENANCE SERVICES

Defined as software bugs fixes, security patches, firmware updates, basic tech support, break/fix services for eligible equipment

A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).

- SCOPE OF WORK MUST COVER:
- > Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
 - > Responsibilities of the Service Provider – service orders, expected timeframes, etc.
 - > Responsibilities of the Client – service orders, expected timeframes, etc
 - > Explain terms of cancellation or termination.
 - > Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
 - > Describe any use of subcontractors & their company information

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | (i) one year term [12 months] |
| <input checked="" type="checkbox"/> | (ii) one year term [12 months] with extensions options up to 5 years |
| <input checked="" type="checkbox"/> | (iii) Multi-year term (up to 3 or 5 years in length) |

80% = Estimated discount

QTY (MOL)	SERVICES FOR BID	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	PRICE (per unit)	SITE VISIT
3	BASIC MAINTENANCE for licensing agreement, if required	Ubiquiti US-48-500W or equivalent	NO	MILLER GROVE HIGH SCHOOL TRACK		NO
4	BASIC MAINTENANCE for licensing agreement, if required	Ubiquiti US-48-500W or equivalent	NO	MILLER GROVE ELEM SCH BUILDING- NEW CONSTRUCTION MULTI-PURPOSE FACILITY (name to be determined)		NO
1	BASIC MAINTENANCE - for licensing agreement, if required	LICENSE ONLY - for Dell SonicWall NSA3600 (part# 01-SSC-3850) or equivalent	YES	DISTRICT		NO

MANAGED INTERNAL BROADBAND SERVICES

Defined as "Network as a service", managed Wi-Fi; can include leased or existing equipment

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | (i) one year term [12 months] |
| <input type="checkbox"/> | (ii) one year term [12 months] with extensions options up to 5 years |
| <input type="checkbox"/> | (iii) Multi-year term (up to 3 or 5 years in length) |

0% = Estimated discount

QTY (MOL)	SERVICES FOR BID	DESCRIPTION	DISTRICT WIDE SERVICES	LOCATION	PRICE (per unit)	SITE VISIT

