
REQUEST FOR PROPOSAL

ERATE FUNDING YEAR 2019-20

FCC FORM 470 # 190012867 (CORS 2019-C1 INTa)

APPLICANT

Corsicana Indep School Dist (BEN: 140489)
2200 West 4th Avenue, Corsicana, TX 75110
(903)874-7441

DUE DATE: Tuesday, February 19, 2019

Bids must be submitted online no later than 2:00 PM CST
on the due date listed above.

Submit Questions no later than: Friday, January 18, 2019

Questions must be submitted online no later than 2:00 pm CST
on the due date listed above.

ONLINE SUBMISSION: <https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>

THE FOLLOWING INFORMATION IS INCLUDED IN THIS RFP:

- Bid Specifications
- Proposal Requirements
- PlanetBids Vendor Registration
- Evaluation Criteria
- Required Forms
- PROPOSAL FORM – Pricing Schedule
- PROPOSAL FORM – Experience & References – ATTACHMENT A

BID SPECIFICATIONS

Internet Access

Bidders must specify dmarc address, mode of delivery, bandwidth level, and contract term.

Bidders are requested to provide incremental pricing from the minimum to maximum bandwidth levels listed.

All bids must include the complete cost to connect to and work with the LAN.

BROADBAND INTERNET ACCESS	
Location Site Name (Entity #)	Corsican ISD Central Office Lee Center (BEN 85843)
Location Address, City, ST, Zip	2200 West 4th Avenue, Corsicana, TX 75110
Qty	2
Contract Terms Requested	Month to month 12 months, 36 months, 60 months featuring annual voluntary renewals
Provide Pricing for bandwidth level needed by Applicant	1 Gbps and 2 Gbps
Provide Pricing for bandwidth range, incremental pricing requested	1 Gbps - 5 Gbps
Burstable?	No
Note: Both internet connections will be delivered to the same location as aggregates.	
LEASED ON-PREMISE EQUIPMENT	
Location Site Name (Entity #)	Corsican ISD Central Office Lee Center (BEN 85843)
Location Address, City, ST, Zip	2200 West 4th Avenue, Corsicana, TX 75110
Qty	2
Description	Leased on-premise router for Internet Access.

PROPOSAL REQUIREMENTS (C1 TX INT)

Proposal Requirements

1. Service providers (bidders) must comply with E-rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).

Disqualification – FCC Form 498 ID Status. If the bidder is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the bidder may be disqualified by the applicant school or library.

2. Equivalent products and services. Proposals are requested for the specified manufacturer, part, model number OR EQUIVALENT.
3. Timeline. Bidder must include a project timeline. Preference is given to responses with a service start of July 1, 2019. If the awarded bidder is not the incumbent provider, transition of service must be completed by the later of July 1, 2019 or the contract expiration date associated with the services currently under contract.

Disqualification – Unable to commence service. If the bidder is not able to commence service by the date listed in the bid specifications, the bidder may be disqualified by the applicant school or library.

4. Mandatory Bidders' Conference or Walk Through

APPLIES TO THIS RFP

DOES NOT APPLY FOR THIS RFP

Disqualification – Mandatory Bidders' Conference. If the bidder does not attend a mandatory bidders' conference, walk through, or other mandatory meeting listed in the Bidders' Conference section, the bidder may be disqualified by the applicant school or library.

5. Questions. Questions must be submitted prior to the end of the question period.

Questions can be submitted online:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>, Under "Project Title" double click on the School District you want to submit a bid for, choose Q&A tab, then choose "Ask Question" on the top right-hand side. Must be a registered vendor and download all RFP documents before you will be allowed to submit a question.

6. Proposal Acceptance. The applicant school or library reserves the right to accept some, all or none of the items included in the proposal. Notification of bid acceptance or bid rejection will be provided at the discretion of the applicant school or library.
7. All Costs. Pricing proposed by the bidder must include all costs. All costs include special construction or non-recurring charges (NRC) required by the service provider to provide the product or service and all monthly recurring charges (MRC) including estimated surcharges and fees. Price increases will not be allowed during the term quoted.
8. Cost Allocation. Bidders must clearly separate E-rate eligible costs from ineligible costs.

9. **Contracts.** Bidders for services other than tariff or month-to-month arrangements, must include a contract or legally binding agreement in response to this RFP with signature block for both service provider and applicant. The agreement should be provided in form only and will not be completed and executed until after bids are awarded by applicant and negotiations completed as applicable. Quotes are not considered a legally binding agreement.
10. **Contract Terms.** Bidder must clearly define contract terms for all pricing submitted. The applicant school or library may consider multi-year contracts featuring voluntary renewals.

The applicant will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E- rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission (FCC) and/or the Universal Service Administrative Company (USAC).

11. **Description of Proposal.** Bidder will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and any other details that may be useful or necessary for proper evaluation of the proposal.
12. **Required Notice to Proceed and Funding Availability.** The applicant will follow the purchasing policies of their governing board and requirements and procedures of the FCC's E-rate program as administered by USAC to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the applicant's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The applicant will have the right to allow the contract to expire without implementation if appropriate funding does not become available.
13. **Broadband data services.** Bidders for broadband data services (e.g. Internet Access, wide area network connections) must comply with the following:

13a. Bandwidth Range. If the applicant specifies a bandwidth range for broadband data services, the service provider may propose incremental pricing for the bandwidth levels specified or the next highest bandwidth level at the service provider's standard bandwidth level offerings.

13b. Site and Service Substitutions. The applicant may need to add, remove or move sites as well as increase or decrease bandwidth levels during the contract term. Accordingly, bid responses should address allowances for site and service substitutions during the contract term.

13c. Network Diagram. Bidders for broadband data services must include a network diagram displaying the paths to be used to serve the specified site.

13d. Service Level Agreement. Bidders for broadband data services shall provide a proposed Service Level Agreement (SLA) with the bid response. The proposal must include a description of the following services and how these services will be measured.

- Network Availability: the provider will make all reasonable efforts to ensure [99.9-99.99]% network availability of each circuit.
- Internet and Operations proposals only: Frame/packet loss Commitment
- Internet and Operations proposals only: Network Latency Commitment

- Internet and Operations proposals only: Network Jitter Commitment
- There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason

In addition to the required services, the proposal may include the following:

- Network Operations Center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with Vendor provided services.
- Trouble Reporting and Response: Upon interruption, degradation or loss of service, Customer may contact service provider by defined method with a response based on trouble level. Upon contact from the Customer, the service provider's support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble Reporting, Escalation and Resolution: A detail trouble reporting, escalation and resolution plan will be provided to the Customer.
- Measurement: stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts the service provider and identifies the problem. Credits for Outages of shortage will be identified.
- Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
- Link Performance per segment: The service will maintain the proposed Link Performance throughout the term of the contract.
- Historical uptime: Provide aggregate uptime statistics for the proposed service in the Customer's geographic area.

13e. Broadband services demarcation. All solutions must terminate service or infrastructure to an existing network closet inside of the site specified. Solutions bringing service to the property line but not inside of the demarc address are not acceptable.

13f. Special Construction Special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components: (1) construction of network facilities; (2) design and engineering; and (3) project management.

Bidders for special construction should provide or be prepared to promptly provide the following information:

- A map file of the proposed fiber route in KMZ or ISON format
- The average cost per foot of fiber including detailed breakout of costs for aerial fiber, buried fiber, and buried fiber in conduit:

- o Fiber material (fiber cable)
- o Fiber placement (placing or pulling fiber through conduit, attaching fiber to poles, placing fiber cables in the ground)
- o Buried Conduit (direct bury installations conduit)
- o Trenching (cost of digging trench, cost of machinery needed, permitting cost)
- o Structure Material (conduit, handholes, vaults, markers)
- o Structure Placement (labor and permitting for placement of all structure materials)
- o Pole Make Ready (enhancement needed on carrier owned poles such as addition of guy or anchor or clearing)
- o The cost per foot of outside plant materials (conduit, handholes, aerial make ready materials)
- o The cost per foot of outside plant (trenching, handhole and marker installation, installation of aerial make-ready materials)
- Cost allocation detail for fiber strands that will not be placed in service for the exclusive use of the applicant by June 30 of the Erate program year.

13g. Special Construction installment plan. The applicant may request that bidders allow for the non-discount share of special construction charges to be paid in installments up to four years from the first day of the relevant funding year. Bidders are not required to offer installment payments, but if they choose to do so they must disclose the material terms, including the interest rate and terms of the payment plan, in their bid submission.

13h. Special Construction Amortization Non-recurring capital costs must be amortized over a period of three years for charges of \$500,000 or greater.

14. Documentation and Audit Compliance.

- Service provider shall provide all warranty and product documentation related to products or services sold to the applicant.
- Service provider shall retain all documentation related to the purchase and payment, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of TEN years from the last date of service.
- If the applicant is audited by the Administrator of the program, the service provider shall fully cooperate with the applicant to provide any documentation related to the provision of discounted products and services as requested.
- The service provider and/or applicant is solely responsible for verifying the accuracy of information submitted to Kellogg & Sovereign® Consulting, LLC (KSLLC). KSLLC disclaims and makes no warranty, express or implied, nor assumes any legal liability or responsibility for the validity, accuracy, correctness, or completeness of any information that is provided by the service provider or applicant to KSLLC.
- By submitting bids for KSLLC client schools & libraries, the service provider agrees and understands that KSLLC will forward the information to USAC, and the service provider is responsible for verifying the accuracy of information submitted to KSLLC.

- Kellogg & Sovereign® Consulting, LLC shall not be liable for any direct, indirect, incidental, consequential or exemplary damages, including but not limited to, damages for loss of profits, data or other intangible losses (even if KSLLC has been advised of the possibility of such damages), resulting from the service provider's non-response or incomplete response and/or the service provider's inaccurate, invalid, incorrect, or incomplete provision of information.

PlanetBids Vendor Registration

1. Navigate online to the Kellogg & Sovereign PlanetBids Vendor Portal:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>
2. Select the “New Vendor Registration” icon on the home page.
3. Complete the Vendor Profile as thoroughly as possible. It is not necessary to complete the “Other Business Info” or “Emergency Operations” tabs.
4. Complete the “Classifications” tab, enter your [SPIN](#) and [FCC RN](#).
5. On the “Category/Description” tab, please select one, some or all of the categories listed below:
 - 000001 – Telecommunications Services
 - 000002 – Leased/Tariffed Facilities or Services
 - 000003 – Network Design
 - 000004 – Network Equipment
 - 000005 – Infrastructure/Outside Plant
 - 000006 – Network Management/Maintenance/Operation
 - 000007 – Internet Access Services
6. The above-listed categories are the **only** categories that will be used for the purposes of Kellogg & Sovereign and the FCC Universal Service Fund programs. It is not necessary to select any other categories. These categories will be used to alert you of bid opportunities as they are simultaneously posted to the USAC website and PlanetBids.
7. If more than one representative from your organization would like to register as a vendor, please let your account manager know and we will enable the system to allow for multiple registrations.
8. You will set your password on the “Company Info” tab and will need to use the password to place a bid in the PlanetBids portal.
9. Your profile will allow you alerts and access to all RFPs posted by Kellogg & Sovereign – schools, libraries and healthcare.

Special reminders:

Be sure to enter your [SPIN](#) and [FCC RN](#) under the Classifications tab

Click on any bid opportunities you are interested in, then click on the prospective bidders tab, click Place ebid, then Done to indicate you are a prospective bidder.

Click on the Addenda & Emails tab and Acknowledge addenda, if any.

Bidding instructions and video guides are available: <https://www.kelloggllc.com/eratebid1.aspx>

EVALUATION CRITERIA

Applicants will select the most cost-effective bids with price of the E-Rate eligible products and services being the primary factor (most heavily weighted).

Vendors who are an approved vendor of at least one of the following purchasing cooperatives will receive additional points on the bid evaluation:

- TX Department of Information Resources (DIR), dir.texas.gov
- Buyboard, www.buyboard.com/Home.aspx
- TIPS/TAPS, www.tips-usa.com/
- National IPA (formerly TCPN), www.nationalipa.org/Pages/default.aspx
- ESC Region for this district
- TxSmartBuy, www.txsmartbuy.com/

The following criteria will be used:

Factor	Possible Points	Description
Price-E-rate eligible items	20	Price of E-rate eligible products & services (primary factor)
Price-Other Costs	5	Other costs (items not eligible for E-rate discount)
Buying Group Approved Bidder	15	The Buying Group Membership criteria provides an evaluation of the participation of the vendor providing the response in purchasing co-operatives and other bid groups which being value to the customer by increasing competition, guaranteeing pricing, and providing purchasing mechanisms for vendors that may not be a locally approved vendor.
Reputation	10	The value of the identifiable characteristics of the vendor that affect the overall value of the service or product. This may include an evaluation of responses from other customers who have engaged the vendor in the past, data from an entity such as the BBB, and/or other such factors. The reputation of the vendor indicates the likelihood that the scorer trusts the vendor to provide a partnering relationship with the district and to stand by the service or product. Reputation may be influenced by the scorer's personal knowledge of the vendor or his/her perceived understanding of the vendor and its services and products.
Quality of Service	10	Quality of Service is evaluated based on the perceived value of the service or product. This criteria is based solely on data provided within the response or information obtained by

Factor	Possible Points	Description
		direct inquiry to the vendor regarding their response. Quality of service includes, but is not limited to: proposed service level agreements, perceived quality of the materials or services included within the proposal, perceived quality of the response in general especially as it pertains to providing a complete response, and perceived reliability of the service or product.
Meet District Needs	10	The Meets District Need criteria evaluates the perceived ability of the proposed service or good to meet the requirements of the RFP. Only those requirements as specified within the RFP may be evaluated for this criteria.
Past Relationships	10	Value of the scorer's past involvement with the vendor. Past relationship is similar to Reputation but is not influenced by information from any other source other than that of the scorer
Underutilized Business	10	Depending upon the nature of the service or good, the Underutilized Business criteria may be required locally or to meet compliance with state or federal guidelines. The Underutilized Business criteria is an evaluation of the vendor's status as a HUB, minority owned, or local business.
Long Term Cost	10	Long Term Cost evaluates the cost to the customer to do business with the vendor, given the provided response. The long term cost should be an evaluation of the full term contract cost (as opposed to the purchase price) of the service or good, including: depreciation, replacement requirements, loss of opportunity to procure other services or goods as a result of doing business with the vendor, and any costs which the customer would incur as a result of doing business with the vendor, such as service transition costs, public relations costs, etc.

- In order for applicants to properly evaluate your bid, please provide details specific to the evaluation criteria areas along with your proposal.

REQUIRED FORMS FOR E-RATE BIDS

BID REQUIREMENTS:

1. FCC Form 498 ID (Service Provider Identification Number)
2. FCC registration Number (FCC RN)
3. Service Providers must comply with local, state, and federal requirements including agreement to fully cooperate with audit and ten-year document retention requirements.
4. Bid submitted online, <https://www.planetbids.com/portal/portal.cfm?CompanyID=30242> in compliance with instructions
5. Supporting detail and documentation may be submitted online.
6. Contracts or legally binding agreement for all products and services must be submitted with the bid. (Exception for tariffed or month to month service.) *Agreements will be completed AFTER bid award and final negotiations are completed.*
7. Must attend mandatory bidders' conferences IF applicable to this RFP.
8. **Texas - FORM 1295:** The awarded bidder must complete Form 1295, Certificate of Interested Parties. https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
9. Must complete Pricing Schedule cover page with proposed pricing.
10. Must enter pricing in line item schedule online if applicable.
11. Must complete Attachment A – Certifications, Experience and References.
12. Must complete Attachment B – Vendor documents for purchasing.
- 13. Bids submitted after the bid close date/time will be rejected.**

Pricing Schedule

Name of Company: _____

Name of Applicant: _____

Form 470# : _____

Pricing submitted by: _____

Signature: _____

Date: _____

REQUIRED –

(1) Include your custom pricing schedule along with this cover sheet and upload in the same document as your RFP response. One document with all of your required information must be uploaded to the RFP Response item in Planet Bids.

(2) complete the line item pricing online in Planet Bids.

Clearly list the cost of products and services to include the following:

1. Description of Services
2. Monthly (recurring) charges
3. One Time (non-recurring) charges
4. % Eligibility. If the product is fully eligible, show 100%. If not eligible, 0% eligible for E-rate discount. This is NOT the applicant's E-rate discount %.
5. Quantity
6. Unit of Measure (Each, Feet)
7. Bandwidth level, if applicable
8. Contract Term
9. Make, Model and part number, if applicable
10. Installation and Configuration
11. Shipping and Handling
12. Travel and Per Diem
13. Estimate of Surcharges and Fees

Certifications, Experience & References

ATTACHMENT A

Name of company: _____

Address of principal location: _____

Phone: _____ Fax: _____

FCC Form 498 ID (SPIN)¹: _____

FCC Registration Number²: _____

Responsible contact personnel:

Name	Phone	Email

How many years has your company been in business in its current capacity? _____

How many years has your organization been in business under its present name? _____

Under what other or former names has your company operated? _____

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs?

Yes: _____ No: _____

Does the Vendor's FCC Registration Number have RED light status? Yes: _____ No: _____

Attach a printout of your FCC Registration Number red or green light status from the FCC's Red Light Display System (RLDS)
<https://apps.fcc.gov/redlight/login.cfm>

¹ [http://www.sl.universalservice.org/Forms/SPIN Contact_Search.asp](http://www.sl.universalservice.org/Forms/SPIN>Contact_Search.asp)

² <https://apps.fcc.gov/coresWeb/publicHome.do>

During the last five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?

Yes: _____ No: _____

If the Vendor responds yes to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

If the Vendor responded yes to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

Experience:

Vendor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format below. Projects listed must have been performed within the last five (5) years. Please include additional information with proposal if available.

Project Name	Description of Work	Dollar Value	Public Entity Yes or No	Date

References:

Proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

For each reference include the following:

- Company Name
- Project Name
- Contact Person Name, Title, Email, and Phone

Certifications: Employees' certifications pertaining to work are to be included in submittal.

AUTHORIZED BY:

Signature Date

Printed Name Title