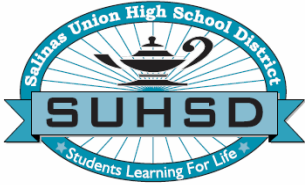


**Attention: The original deadline for replying to this RFP has been extended.**

**Please see the last page of the RFP for new dates.**



## **High Speed Telecommunication Services**

### **Introduction**

Salinas Union High School District (SUHSD or "District") is requesting proposals to provide reliable and secure transmission of data between its school sites, offices and transportation yard. The topology of this WAN will be hub and spoke, with all sites connecting to the network hub located at the SUHSD District Office. A connection from District Office to the Monterey County Office of Education (MCOE) which serves as the District's ISP is also required. Service providers should be capable of providing bandwidth of as much as 1 Gbps from each school to the District Office. The proposal should specify any one time installation costs as well as the costs for monthly service. If connectivity is available at a range of speeds (for example, in 100 Mbps increments from 100 to 1 Gbps) then the costs associated with each of the available data rates should be quoted. Capacity to add potential future school sites within a 2 to 5 year time frame should be available. The service provider will hand-off a connection between each SUHSD site and the District Office that provides at minimum a Switched Layer 2 Ethernet service acting as an Ethernet bridge for connection between the District Office and each site.

In compliance with E-Rate regulations, all equipment included in this request will be owned and maintained by the awarded service provider with no option for transfer of ownership to the District.

### **Instructions to Vendors**

Award of this proposal is entirely contingent upon the approval of funding from the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the SLD. SUHSD and the successful bidder will act in a reasonable manner and comply with any Universal Service Fund Program requirements. The selected bidder agrees to abide by all applicable policies of the Universal Service Discount program. The vendor will include its Service Provider Information Number (SPIN) in its proposal. In addition, SUHSD will require that the awarded service provider ensure that all eligible components of service are filed with the California Public Utilities Commission (CPUC) and are eligible for California Teleconnect Fund (CTF) discounts.

Contracts, unless otherwise noted, will take effect no sooner than **July 1, 2012** and, as permitted by the SLD, may extend for a multi-year period. Discounts available for multi-year contracts should be specified for the all proposed potential contract durations.

1. Proposals must be received by 5:00 PM local time (PST) on **Friday, February 10, 2012** by e-mail only to the following address:

**[erate15@salinasuhd.org](mailto:erate15@salinasuhd.org)**

**Proposals received after the exact time and date noted will NOT be considered for the bid process.**

## **REQUEST FOR PROPOSAL**

**Reference: ErateYr15Telecom**

2. SUHSD will not be responsible for any proposal that:
  - Does not indicate the RFP reference, closing date and proponent's name;
  - Is sent to any e-mail address other than that provided above.
3. Proponents may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by SUHSD, but may withdraw their proposal at any time
4. E-mail transmitted proposals will be accepted under the following conditions:
  - the proposal is received before the submission deadline at the e-mail address stated;
  - SUHSD will not accept liability for any claim, demand or other actions for any reason should the e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail system other than that stated herein, or for any other reasons the proposal is not received before the submission deadline at the e-mail address stated; or for any other reasons.
5. All questions or inquiries concerning this Request for Proposals must be submitted to the e-mail address provided above no later than five (5) business days prior to the proposal deadline. Verbal responses to any enquiry cannot be relied upon and are not binding on either party.
6. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to SUHSD. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.
8. The contract will contain the relevant provisions of this Request for Proposals and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto.
9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
10. SUHSD has the right to cancel this Request for Proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against SUHSD as a consequence.
11. Any amendments made by the SUHSD to the Request for Proposals will be issued in writing and sent to all that have received the documents
12. SUHSD is not liable for any costs of preparation or presentation of proposals
13. An evaluation committee will review each proposal. SUHSD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria
14. The proposal and accompanying documentation submitted by the proponents are the property of SUHSD and will not be returned.

**Substance of RFP**

The purpose of this RFP is to solicit, from qualified service providers, equipment, services and materials needed to install and maintain high speed telecommunications services between all SUHSD sites as described below:

1. Between the **SUHSD District Office** located at **431 West Alisal Street, Salinas CA, 93901** and sites listed below.

<b><u>MIDDLE SCHOOLS</u></b>	<b><u>HIGH SCHOOLS</u></b>	<b><u>ADDITIONAL SITES</u></b>
<b><u>El Sausal Middle School</u></b> 1155 East Alisal Street Salinas, CA 93905	<b><u>Alisal High School</u></b> 777 Williams Road Salinas, CA 93905	<b><u>Mt. Toro High School</u></b> 10 Sherwood Place Salinas, CA 93906
<b><u>Harden Middle School</u></b> 1561 McKinnon Street Salinas, CA 93906	<b><u>Everett Alvarez High School</u></b> 1900 Independence Blvd Salinas, CA 93906	<b><u>Mission Trails ROP</u></b> 867 Laurel Drive Salinas, CA 93905
<b><u>La Paz Middle School</u></b> 1300 North Sanborn Road Salinas, CA 93905	<b><u>North Salinas High School</u></b> 55 Kip Drive Salinas, CA 93906	<b><u>Maintenance / Bus Yard</u></b> 320 Rose St. Salinas, CA 93901
<b><u>Washington Middle School</u></b> 560 Iverson Street Salinas, CA 93901	<b><u>Salinas High School</u></b> 726 South Main Street Salinas, CA 93901	<b><u>Monterey Cnty Office of Ed</u></b> 901 Blanco Circle Salinas, CA 93901

2. The District Office shall have a connection to each of the SUHSD sites with minimum speed of 100Mbps. Proposed costs should be quoted for each 100 Mbs connection and, if available, for any connections that could run at higher speeds, up to 1 Gbps.
3. Capacity to add additional school sites that may be constructed in the next 2 to 5 years at 100 Mbps or faster speeds must be available.
4. The service provider is responsible to obtain any required right of ways.
5. During the term of this contract, any changes in the routing of the provider's cable due to City of Salinas, County of Monterey, or other entities holding access restrictions to cabling pathways or routes, infrastructure changes and/or requirements (street widening, new underground cabling requirements, etc.), utility company changes (pole relocation, etc.) , or other changes impacting the routing of cabling between sites and the district office will be the sole responsibility of the service provider at no expense to the District.
6. In the event of loss of communication to any site, repairs shall start within 4 hours of the service outage. Except for those agreed-upon on the final negotiated contract between the District and the service provider, outages lasting longer than 24 hours shall be subject to liquidated damages agreed-upon in the final negotiated contract.

7. The District is requesting proposals with a five-year term. However, alternative proposals of a shorter duration will be considered if submitted with the required five-year plan. Future contracts and/or renewals will be at the discretion of SUHSD.
8. The District will only be invoiced for non-discounted portions of costs net of E-Rate and California Teleconnect Fund (CTF) discounts.
9. Switching fabric at all SUHSD sites consists of 100% Cisco 2900, 3500, and 3700 Catalyst family Layer 2 and Layer 3 switches. All WAN interfaces supplied by the provider must have the ability to interface and remain compatible with these Cisco Switches.

### **Vendor Proposals**

Vendor proposal in response to this RFP will be incorporated into the final agreement between SUHSD and the selected vendor. Any submitted proposal at a minimum should include the following sections:

- Proposed Services with detailed pricing
  - Referrals: Address and Point of Contact information for 3 referrals
  - Exclusions
  - SUHSD and Vendor Responsibilities
  - Fees and Payments
  - Legal Terms and Conditions
  - Erate SPIN number
1. Please include any one-time installation costs amortized over the life of the contract and included in the monthly cost.
  2. An uptime guarantee of 99% shall be provided on a 24x7 basis average over each seven-day period.
  3. The circuits shall be capable of carrying multiple data services such as computer networks, voice over IP, digital video, etc.
  4. All service provider-supplied equipment installed shall be under repair maintenance at no cost to SUHSD for the life of the contract agreement.
  5. The project cannot commence before a Funding Commitment Decision Letter (FCDL) for E-Rate Year 15 from the Universal Service Administrative Company, Schools and Libraries Division ("USAC-SLD") is received or July 1, 2012. As agreed upon by the District and the selected service provider, the project may commence after receipt of the FCDL and prior to July 1, 2012. No billing for service provided may begin prior to July 1, 2012.
  6. The service provider shall provide three references consisting of similar work and scope, including at least two references for work performed in California and covered by E-Rate funding.
  7. The service provider shall have a valid Service Provider Identification Number (SPIN) on file with the SLD and shall provide this number with their response.

8. The selected Service Provider shall demonstrate that they have experience operating in and around school facilities, and shall certify that all employees working either directly for the Service Provider or through a sub-Service Provider, when on or around a school facility, have passed any fingerprint or other mandated screenings required by law.

**Evaluation Factors for Award**

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

- Vendor's cost, including unit prices, labor rates, travel/trip charges, etc. (40%)
- Proposal preparation, thoroughness and responsiveness to this RFP. (10%)
- Vendor's experience, overall installation, integration and maintenance capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach. (20%)
- Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope. (15%)
- The extent to which the vendor's proposed solution fulfills SUHSD's stated requirements as set out in this RFP. (15%)

**Request for Proposal Schedule**

- RFP Offered: January 13<sup>th</sup>, 2010
- ~~Bid Closing: 28 days from date offered at 5:00 PM (PST)~~
- **BID CLOSING EXTENDED TO FEBRUARY 17<sup>th</sup>, 2012**
- Selection: On or before 471 filing date deadline
- Award of project: Contingent upon funding from the SLD

**Questions?**

Any questions should be directed to SUHSD via e-mail (erate15@salinasuhd.org) no later than ~~February 3, 2012~~ **FEBRUARY 14<sup>th</sup>, 2012**. In keeping with the USAC-SLD Guidelines to ensure a fair and open competitive bid process, any information provided to a potential service provider will be shared with all other potential service providers.