



Portales Municipal Schools  
501 South Abilene  
Portales, NM 88130

Request for Proposal for  
Leased Dark Fiber & Leased  
Lit Fiber

RFP# 17-18-0002

PMSD-Fiber

# **LEASED DARK FIBER & LEASED LIT FIBER REQUEST FOR PROPOSAL**

## **I. PURPOSE OF REQUEST**

Portales Municipal School District is requesting proposals from Service Providers to provide a multi-year contract with renewal options for Leased Dark Fiber or Leased Lit Fiber and one circuit. A general description of the scope of work is provided below.

## **II. DESCRIPTION**

1. Scope of work will include installation of any hardware required for fiber access as well as Cabling into the MDF.
2. Options of 500 Mbps to 1Gbps speeds via fiber.
3. Vendor will allow increase of speed at any time during the contract period at the quoted rate without penalty.
4. Vendor will include their registered name and Service Provider Identification Number (SPIN)
5. Vendor will be able and prepared to dispatch a qualified technician to district site within two hours.
6. Pricing will be quoted on 12 month and 60 month contract terms
7. Pricing will show monthly recurring costs, one-time installation costs, any service charges, as well as any other costs or fees.

## **III. PERIOD OF CONTRACT**

Portales Municipal Schools is seeking a multi-year contract of five years (5 years). The completed contract shall include the option of extending service at the end of the contract term for a period of not more than three additional years (3 additional years) for a maximum of 8 years in the multi—year contract. Extended service will be quoted for one year periods.

## **IV. SCHEDULE**

Contract will start and work must be completed before 7/1/18.

## **V. INSTRUCTIONS TO SERVICE PROVIDERS**

All questions should be directed via email to:

Joy Griffith

E-mail: [jgriffith@portaleschools.com](mailto:jgriffith@portaleschools.com)

Interested respondents are asked to contact the District Representative only by email regarding this RFP.

The Chief Procurement Officer (CPO), Sarah M. Stubbs, will issue a determination letter that will notify the selected Service Provider of their decision and award based upon conformity to the criteria. All other applicants will receive notification of the selection via a determination letter by the CPO, Sarah M. Stubbs, after the selected applicant is notified no later than 3/6/2018. The award will be approved at the

Districts regularly scheduled Board meeting on 3/5/2018.

The District reserves the right to accept or reject, any or all submittals, and selects the Service Provider that is deemed to be in the District's best interest.

**Proposals must be submitted by 4:00 PM MST on 2/23/18. Proposals received after the due date and time will not be accepted. Proposals may be submitted either by email to [jgriffth@portalesschools.com](mailto:jgriffth@portalesschools.com) or via hard copy to the L.C. Cozzens Administrative Office, 501 South Abilene Ave, Portales, NM 88130, Phone Number (575) 356-7000.**

## **VI. RIGHT TO PROTEST**

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. The Protest Manager is the Chief Procurement Officer, Sarah M. Stubbs, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts on 3/5/2018 and will end at 3:00 pm Mountain Standard Time/Daylight Time on 3/21/2018. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Protest Manager. The address to send that Protest and all supporting documentation to is:

Sarah M. Stubbs  
Chief Procurement Officer  
501 S Abilene Ave  
Portales, NM 88130

Protests received after the deadline will not be accepted.

## **VII. RFP APPLICANT QUALIFICATIONS AND STATEMENTS**

1. Please provide your Service Provider Information Number (SPIN) with your bid submission.
2. Before you submit a bid please ensure you understand and can comply with the E-Rate system as outlined in the link below. <http://www.usac.org/sl/>

## **VIII. RFP SUBMITTAL EVALUATION CRITERIA**

RFP submittals will be evaluated according to the following criteria and weight, based on USAC Bid Assessment Worksheet.

### Criteria / Weight

1. Price / 25%
2. Understanding of Needs / 15%
3. Prior Experience / 20%
4. Personnel Qualifications / 10%
5. Service Times (dispatch and repair) / 15%
6. Local Vendor (within 50 miles) 15%

**Total Overall Ranking Possible 100%**

## **IX. LEGAL REQUIREMENTS**

1. The entity filing the FCC Form 470 must ensure that the competitive bidding process is open and fair: All bidders must be treated the same.
2. No bidder can have advance knowledge of the project information.
3. There are no secrets in the process - such as information shared with one bidder but not with others - and that all bidders know what is required of them.
4. With limited exceptions, service providers and potential service providers cannot give gifts to applicants.
5. In addition, the value of free services (e.g., price reductions, promotional offers, free products) must generally be deducted from the pre-discount cost of funding requests.

## **X. QUESTIONS AND COMMUNICATION**

All questions must be submitted in writing via email to:

Joy Griffith, Technology Coordinator  
jgriffith@portalesschools.com

The deadline for submitting questions is 2/12/18. A one-time response to the questions will be provided no later than 2/19/18.

An electronic version of this RFP will be available to view and download on our website at this address:

[http://www.portalesschools.com/district/departments/business\\_and\\_finance/r\\_f\\_p](http://www.portalesschools.com/district/departments/business_and_finance/r_f_p)

Thank you for your time and effort in responding to this RFP

## **ATTACHMENT A (Mandatory) CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money

or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the Public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) (Attach extra pages if necessary)

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date