

Tulare City School District
FY2020 E-Rate Request for Proposals

REQUEST FOR PROPOSALS
E-Rate Eligible Category 1 Products and Services
Funding Year 2020: 7/1/2020 – 6/30/2021



Applicant	Tulare City School District
Billed Entity Number	143910
Establishing Form 470	200008373 (Nickname: tcsd_y23_470_c1)
RFP ID Number	20-21-INET

*Submit **QUESTIONS** about this RFP or associated Form 470 by email to:*

erate.tcsd@learningtech.org

Unless indicated elsewhere (e.g., by amendment to this RFP), the deadline for submission of **QUESTIONS** is **4pm PST, Friday, February 14, 2020**

SEALED PROPOSALS ARE REQUIRED

*Submit **SEALED PROPOSALS**, including Signature Page, to:*

Attn: Joyce Nunes, Assistant Superintendent of Business
600 N. Cherry Street, Tulare, CA 93274

***“Pricing Form” throughout this document refers to the
USAC Bulk Upload Template***

Unless indicated elsewhere (e.g., by amendment to this RFP), the deadline for submission of **SEALED PROPOSALS** is **1pm PST, Monday, March 2, 2020**

All documents for **SEALED PROPOSALS** must be provided on a USB drive.

MANDATORY Vendor Conference Call

11am PST, Thursday, February 13, 2020

<https://global.gotomeeting.com/join/289200893>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 289-200-893

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This REQUEST FOR PROPOSALS consists of TWO (2) sections:

1. GENERAL INFORMATION, TERMS AND CONDITIONS
2. SPECIFIC INFORMATION, TERMS AND CONDITIONS

Together, the GENERAL and SPECIFIC sections constitute the full REQUEST FOR PROPOSALS.

The GENERAL INFORMATION, TERMS AND CONDITIONS section is uploaded to the Universal Service Administrative Company [USAC] E-Rate Productivity Center [EPC] for the associated Form 470, and is included with this SPECIFIC INFORMATION, TERMS AND CONDITIONS document by reference. The GENERAL section instructs the respondent about general information, and general terms and conditions.

This SPECIFIC section provides:

- Applicant specific details (e.g., Name, Billed Entity Number [BEN], entity address(es), Form 470 number, background about the Applicant's current situation and desired solutions)
- Proposal submission details:
 - Questions email and deadline
 - Submission mechanism and deadline
 - Vendor meeting dates and times (if applicable)
 - Components of a responsive proposal
- Description of Products and Services Sought, with minimum requirements for:
 - Relevant technical specifications
 - Quantities of products/services sought
- Evaluation criteria
- Other specifics (if applicable)

If conflict exists between SPECIFIC and GENERAL sections of this REQUEST FOR PROPOSALS, the SPECIFIC section overrides the GENERAL document.

All critical dates (e.g., deadline for submission of questions, site walks (if any), deadline for submission of proposals) **are noted on the first page of the SPECIFIC document.**

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A responsive proposal will be submitted per instructions on the first page of this SPECIFIC section and will include:

- 1. Vendor's proposal**
- 2. Vendor's cover letter, or executive summary in proposal to include:**
 - a. Succinct recap (single page, no more than 2 paragraphs) in non-technical terms, of what the proposal provides to the Applicant**
 - b. Clear statement regarding for which part of the RFP this proposal is a valid response (e.g., B.1, B.2)**
 - c. The price, subtotalling E-Rate eligible items separately from items *not* eligible for E-Rate support**
 - d. The contract term, explicitly clarifying the start date of the contract as:**
 - Contract signature date, or**
 - Service activation date, or**
 - 7/1 of the E-Rate funding year, or**
 - Other**
 - e. Confirmation that the proposal is valid and will be held firm through the close of the application window and until all associated paperwork is completed**
 - f. Brief list of any exceptions to any requirements of this RFP**
 - g. In anticipation of FCC ruling regarding National Security Threats, Vendor proposals must include certification that no products or components from Huawei, ZTE, or any other "covered company" designated by the FCC are included in the proposal**
- 3. Fully executed RFP Signature Page, signed by Vendor's authorized representative**
- 4. USAC Bulk Upload Template (available at <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>) and hereinafter referred to as "Pricing Form"**
- 5. Timely submission**
- 6. For SEALED PROPOSALS, a USB drive containing all documents must be included in the package**

Vendors submitting proposals can expect:

- NO private calls, meetings, demos will be accepted during the competitive bidding process, thereby maintaining an "open and fair" competitive bidding process per E-Rate program rules
- Acknowledgement of receipt of proposals
- Email notification of award or regret, *after* Applicant decisions are made, and typically *after* the Form 471 applications are submitted. Vendors winning awards will likely be requested to provide contract documents before the window closes. If you have not been advised of the outcome before the window closes, you probably did not win, but you WILL hear from us to close the loop
- E-Rate rules do not require Applicant to share other vendors' proposals, unless required by state or local laws or regulations
- Extra emails and phone calls just before the window closes asking, "did I win?" slows the decision process, so please resist this temptation
- RFP amendment clarifying proposal due date
- Vendor Questions RFP amendment following the last date to ask questions

SPECIFIC INFORMATION, TERMS AND CONDITIONS

A. BACKGROUND

The following background information about the Applicant may be helpful in preparing a responsive proposal.

Any resulting contract will be with:

Applicant Name	Tulare City School District
Applicant Authorized Signer	Joyce Nunes, Assistant Superintendent of Business
Applicant Implementation Contact	Joyce Nunes, Assistant Superintendent of Business
REMINDER	Do NOT contact these individuals directly until an award has been made to your organization.

General Description

TCSD is a District with 5 middle schools, 10 elementary schools, 1 Community Day School and 1 non-instructional facility.

Network Topology

TCSD has a hub and spoke topology. The District Office has an “up to” 10 Gbps Internet connection with AT&T managed router. Fourteen (14) of the fifteen (15) school sites has “Network on Demand” point-to-point connections from 5-10 Gbps. (Cherry Avenue Middle School is connected via private owned fiber to District Office. Tulare City Community Day School is a small, separate school, with a separate CDS code and BEN, that is currently co-located with Lincoln Elementary School and does not require a separate WAN connection.) The District Office has 140 Gbps hub collector consisting of two 100 Gbps transport circuits with one 100 Gbps port and one 40 Gbps port.

Entities/Sites

Entities included in this RFP are listed below; bidders should rely on this RFP list of entities as the definitive list of entities participating in this RFP. (Note that due to EPC data discrepancies, the Form 470 **Billed Entity** or **Recipients of Service** or **Number of Eligible Entities** sections may differ from those listed below).

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#	Entity Name	Address	BEN	Enrollment
	Tulare City School District	600 N. Cherry Street Tulare, CA 93274	143910	District
1	Tulare City School Dist - District Office	600 N. Cherry Street Tulare, CA 93274	16065415	NIF
2	Alice G Mulcahy Middle School	1001 W. Sonora Avenue Tulare, CA 93274	106667	649
3	Alpine Vista K-8	2975 Alpine Avenue Tulare, CA 93274	16076879	1396
4	Cherry Avenue Middle School	540 N. Cherry Street Tulare, CA 93274	106662	490
5	Live Oak Middle School	980 N. Laspina Street Tulare, CA 93274	106656	465
6	Los Tules Middle School	801 West Gail Street Tulare, CA 93274	16035033	649
7	Cypress Elementary School	1870 S. Laspina Street Tulare, CA 93274	106673	580
8	Frank Kohn Elementary School	500 S. Laspina Street Tulare, CA 93274	106671	636
9	Garden Elementary School	640 E. Pleasant Avenue Tulare, CA 93274	106655	686
10	Heritage Elementary School	895 W Gail Avenue Tulare, CA 93274	106653	623
11	Lincoln Elementary School	909 E. Cedar Avenue Tulare, CA 93274	106670	291
12	Maple Elementary School	640 W. Cross Avenue Tulare, CA 93274	106660	651
13	Mission Valley Elementary School	1695 Bella Oaks Tulare, CA 93274	16050332	716
14	Pleasant Elementary School	1855 W. Pleasant Avenue Tulare, CA 93274	106654	700
15	Roosevelt Elementary School	1046 W. Sonora Avenue Tulare, CA 93274	106669	566
16	Wilson Elementary School	955 E. Tulare Avenue Tulare, CA 93274	106664	489
17	Tulare City Community Day	909 E. Cedar Avenue Tulare, CA 93274	16064997	8
				9595

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B. PRODUCTS AND SERVICES SOUGHT

In the event that alternative technologies, topologies or pathways would improve functionality or reduce cost, bidders are encouraged to propose recommended alternatives *in addition to* estimating as indicated in this RFP.

Each vendor will supply the following information in the proposal:

1. The cost to provide Internet Access (Bandwidth). Bidder's price shall include the following:

- Clearly identified capabilities and associated charges for Internet Access
- Service Provider maintaining multiple connections to upstream Tier 1 internet Service providers for proper redundancy of service to Applicant
- Service SHALL NOT be shared or combined with any other customer's delivered bandwidth
- Internet access availability of 24 hours, 7 days a week, 365 days a year
- Service shall route all Applicant's TCP/IP data traffic from their network to the Internet
- A primary contact number for all billing inquires
- A primary contact number and email address for technical support related inquires and issues
- Response time to support tickets of no more than 4 hours

2. The cost to provide the Internet Connection (Circuit). Bidder's price shall include the following:

- The necessary physical connection from the Service Provider to the Applicant, including but not limited to any/all one-time special construction cost(s), permits and licensing
- Vendor must supply usage statistics to Applicant; similar to those found in Multi Router Traffic Grapher [MRTG]
- Solution must use a wired medium to provide Internet access. A solution which incorporates a wireless medium will not be accepted
- All cost necessary, including but not limited to "curb to demark," to deliver the requested hand off to the Applicant's specified "Point of Demarcation" (MDF at 600 N. Cherry St., Tulare, CA 93274)
- Any construction costs associated with wiring, conduit, pathways, drilling, tunneling, trenching, patching, city permits, etc., are the responsibility of the vendor and NOT the Applicant
- Hand-off of the service connection will be via optical fiber (SFP+). Service Provider will provide and maintain all premise equipment necessary to provide the Applicant with the specified handoff and type of service requested
- Full Duplex operation (connection shall be bi-directional)

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- The requested service shall allow the following Network Protocols:
 - All TCP/IP protocols
 - All Layer 1 and Layer 2 protocols, minimum Layer 3 protocols (EIGRP, IGMP, IPSec, OSPF, & RIP)
 - No other Service Provider's customers will have any physical or logical access to the Applicants traffic/VLAN

3. Transition Plan

- RFP response will include any/all costs associated with switching services from our present vendor. Bidder's presentation of a proposal response is an acknowledgment of this requirement. The Applicant requires a transition plan to be provided with proposal submittals. The plan is to include the resources to be dedicated for the transition from one service provider to another, all costs associated with the transition, and a timeline for actions with a completion target date. The transition plan should identify customer and provider expectations along with the date any information or task would be required.

Category 1 (Data Transmission and/or Internet Access)

On-Premise Category One Equipment

Some Category 1 services require vendor provided equipment at the customer site. To be eligible for Category 1 treatment, these requirements must be met:

1. Is the leased on-premise equipment an integral component of a Telecommunications or Internet Access service? **YES**
2. Will the leased on-premise equipment be provided by the same service provider that provides the associated Telecommunications Service or Internet Access service? **YES**
3. Does responsibility for maintaining the equipment rest with the service provider? **YES**
4. Will ownership of the equipment transfer to the school or library in the future? **NO**
5. Does the relevant contract or lease include an option for the applicant to purchase the equipment? **NO**
6. Will the leased equipment be used at the applicant site for any purpose other than receipt of the eligible Telecommunications Services or Internet Access of which it is a part? **NO**
7. Will the school's/library's internal communication systems (e.g., LAN, video, phone, or other communication system) continue to work if the component is disconnected? **YES**
8. Are there any contractual, technical, or other limitations between you and the service provider that states that the equipment is exclusively for your use and not to be shared with other customers? **NO**

For full guidance regarding On-Premise Category One Equipment, see <https://www.usac.org/sl/applicants/beforeyoubegin/eligible-services/category-one.aspx>.

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B.1 Category 1, Direct Internet Access

Posted in Form 470 under these functions:

- Leased Lit Fiber
- Internet Access: ISP service only

Due to current service contract terms, Applicant seeks BOTH:

- Month-to-month service to address short-term needs until new contracted service can be implemented, AND
- Contracted service

Requirements:

Preferred Contract Term	Recipient of Service	BEN	Address of Service	Provide Pricing for
Month-to-month Service				
MTM	Tulare City School District	143910	600 N. Cherry Street Tulare, CA 93274	10 Gbps 20 Gbps 25 Gbps
Contracted Service				
Not to exceed 60 Months (inclusive of all extensions/renewals)	Tulare City School District	143910	600 N. Cherry Street Tulare, CA 93274	10 Gbps 20 Gbps 25 Gbps

Other specifications:

- Vendors will provide all E-Rate Category 1 eligible services and equipment necessary for the solution to function
- Strongly prefer that if vendor supplies any Customer Premise Equipment [CPE], it meets the E-Rate program requirements for On-Premise Category One Equipment
- Prefer major provider (ideally “tier 1” or “tier 2” or substantial peering arrangements)
- Symmetrical bandwidth = YES
- Uptime reliability = 99.95%
- For a smooth installation of service, Vendors should clearly specify what is being proposed for:
 - **Handoff at demarcation:** Applicant *requires*:
 - Multimode fiber (optical) 50 micron
 - **Customer Premise Equipment [CPE]:** Applicant *prefers* Vendor-owned router or equivalent that meets all rules for Category 1 eligibility
 - **Public IP addresses:** Applicant *requires*

Site Name	# of useable IP Addresses
Tulare City School District	254 (/24 Public Space)
	Existing = 12.52.32.XX/24

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- **Firewall compatibility:** Applicant *requires* continued use of existing
 - Barracuda NGF600 sub model E20 with current 10 Gbps capacity
- The proposal, and any resulting contract, must include monthly and installation pricing at each bandwidth level for the full term of contract, as well as allow optional upgrades during the contract term, without new competitive bidding
- Vendor to provide detailed specifications for any additional equipment required for a complete and working solution
- Pricing Form: The Pricing Form is the *ONLY* acceptable form for submission of proposal pricing and will be required as an exhibit of any resulting contract. If you want to be sure you have provided all the required data elements for your proposal to be considered, please use the pricing form. **No deviation may be introduced between the submitted Pricing Form and any resulting contract**

[Category One – Data Transmission and/or Internet Access \(v17.0\)](#)

Available at: <https://www.usac.org/wp-content/uploads/e-rate/documents/window-hq/Category-One-Data-Transmission-Internet-Access.xlsm>

- Applicant requests **complete contractual documentation** indicating prices at different service levels over the contract term, including possible voluntary extensions. If pricing varies by site, please indicate in Pricing Form
- Contract preference: To coincide with E-Rate funding year closure, Applicant strongly prefers that contract expiration date be exactly and explicitly 6/30 (i.e., not based on number of months from contract signatures, or service turn up).
- Implementation: To coincide with E-Rate funding year dates, maximize potential E-Rate discounts, and coordinate with expiring contracts, Applicant strongly prefers that activation be on, or within a few days of, **07/01/2020**, with preference of up to 30 days prior to allow for testing.¹ Please include commitment to activate on, or very near to, this date in your proposal
- Service Provider Invoicing [SPI]: unless expressly negotiated otherwise, Applicant selects Service Provider Invoicing via this notice and prior to the submission of the Form 471, consistent with FCC regulation **§54.514 Payment for discounted service**

¹ Applicant understands that overlapping service is “redundant” and not eligible for E-Rate discounts.

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C. VENDOR CONFERENCE / WALK THROUGH

Vendor Conference Call and/or Walk Through information follows.

ONLY checked items (☑) apply.

- A Vendor Walk Through will NOT be held. Please do not request a special appointment.
- A Vendor Conference Call will be held at **11am PST on Thursday, February 13, 2020**. Please RSVP via email to the email address on the cover page above. This will allow us to notify all interested parties of the call-in details, and any unanticipated, last minute changes in scheduling. Please do not request a special appointment for a different time; all vendors should attend at the same time to help ensure that everyone has the same information.
 - Attendance is *optional*.
 - Attendance is **mandatory**.²

RSVP via email is requested with detailed contact information. A roll call will begin the meeting. We will provide a brief introductory description of the services requested in this RFP. We will make every effort to answer questions received by the time of the Vendor Conference Call during the call. Answers to all questions received timely will be provided in written form as an Amendment to this RFP, accessible via USAC's E-Rate Productivity Center [EPC]. Additional questions may be submitted until 4pm PST on Friday, February 14, 2020.

² In the event less than 3 responsive bidders have complied, Applicant, in its sole discretion, reserves the right to waive this requirement if it is deemed in its best interest.

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D. EVALUATION CRITERIA

Each responsive proposal meeting the minimum qualifications will be evaluated using weighted criteria including cost of the eligible products and services as the highest weighted factor. Secondary factors will also be considered as further described below.

For any given solution, after elimination of proposals that are disqualified, the proposal that is deemed to most cost-effectively meet the stated Applicant requirements, and therefore in the best interest of the Applicant, will be selected.

Disqualification factors include:

- Non-compliance with E-Rate program rules
- Non-compliance with state or local regulations
- Non-participation in California Teleconnect Fund [CTF] program
- Failure to meet stated required vendor qualifications
- Failure to submit the required Pricing Form
- Failure to submit a complete solution to any numbered group of **PRODUCTS AND SERVICES SOUGHT** in section B above. (For example, if Applicant seeks a full complement of Network Components and vendor proposes only the firewall, the firewall proposal will be disqualified unless *no* reasonably complete solutions have been received.)
- Failure to meet minimum specifications for key components of solution (such as port speed of switches)
- Failure to address at least 90% of stated scope of section for which proposal is submitted
- Submission of any emails or documents that are “Proprietary” or “Confidential”
- Deviation between the submitted Pricing Form, Products/Services and any resulting contract form
- “Budgetary” pricing: prices for products and services must be firm commitments; surprise special construction costs are not acceptable.

In the event that all proposals are disqualified, leaving the Applicant with no responsive proposals, the Applicant, at its sole discretion, may waive individual disqualification factors.

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All qualified proposals will be evaluated using the following factors and weights.

Criterion	Weight
Cost of eligible products and services ³ during <i>initial</i> contract term	25%
Functionality/completeness/specifications of proposed solution ⁴	24%
Low cost of <i>ineligible</i> products and services ⁵ during <i>initial</i> contract term	15%
Projected implementation timeline based on prior performance ⁶	15%
Vendor qualifications ⁷	6%
Contract terms and conditions ⁸	5%
Extent to which a single-provider, turnkey solution is provided ⁹	5%
Quality of proposal document(s) ¹⁰	5%
Total	100.00%

³ This criterion is required and must be the most heavily weighted, per E-Rate program rules.

⁴ In the case of Internet services, *functionality* could include: whether provider is considered “Tier 1,” “Tier 2,” or lower; peering arrangements; whether service is symmetrical; speed and latency of connections; whether a sufficient number of public (static) IP addresses are offered; whether public forward and reverse (in-addr.arpa) lookup DNS services are provided; uptime guarantee or Service Level Agreement [SLA]; whether Customer Premise Equipment [CPE] meets the criteria to be treated as Category 1, rather than Internal Connections. Performance characteristics such as scalability of bandwidth are more desirable. Other considerations might include compatibility with existing equipment (e.g., routers, handsets) and services. Solutions that emphasize student data security are strongly preferred.

⁵ Such as Early Termination Fees.

⁶ Vendor proven ability to install efficiently (on 1st attempt) and timely (7/1 of funding year, unless otherwise specified elsewhere in this RFP).

⁷ Factors to be considered include: industry experience, references, adherence to RFP requirements, responsiveness during bid evaluation, and E-Rate compliance/experience/track record.

⁸ Among other considerations as to terms and conditions, Applicant-friendly terms and conditions are preferred. Contracts with relatively onerous termination fees are apt to be scored lower, other things being equal. Flexibility to adapt to changing circumstances, such as moves or school closures, is advantageous. In California, Vendors participating in California Teleconnect Fund may be scored higher. Commitment to SPI invoicing will generally be scored higher. Consolidated billing (mapped to Funding Request Numbers [FRNs] and SPINs) is also a plus. Contract expiration date that is exactly 6/30 is strongly preferred for Category 1 services. Commitment to include pricing for scalable bandwidth over time in contract will be more favorable.

⁹ *Turnkey* means within a given category, Applicant has a preference, but not a requirement, for a solution wherein a single contract with a single vendor mostly/completely addresses all of the requirements.

¹⁰ The extent to which the proposal documents are clear, complete, consistent, accurate.

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E. OTHER SPECIFICS

SEALED PROPOSALS are required for this opportunity.

This opportunity will also be advertised locally in the Visalia Times Delta Legals section; the copy of that advertisement is also attached to this RFP's Form 470.

The selected vendor must participate in CTF.

Service Provider may provide its own service agreement for consideration.

TCSD requires completion of all Vendor Forms provided as attachments to this Form 470/FRP.

Vendor must include a USB drive containing all documents, including:

- Fully executed RFP Signature Page
- Required Pricing Form
- Fully executed Vendor Forms, which include:
 - Drug-Free Workplace Certification
 - Iran Contracting Act Certification
 - Noncollusion Declaration
 - Workers' Compensation Certification

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REQUEST FOR PROPOSALS

Signature Page (required)

Applicant	Tulare City School District
Billed Entity Number	143910
Establishing Form 470	200008373 (Nickname: tcsd_y23_470_c1)

For the Vendor:

Vendor hereby promises to deliver the products and services according to the pricing and schedule described in Vendor's submitted proposal and Pricing Form and to comply with all terms and conditions of the REQUEST FOR PROPOSALS (including both GENERAL INFORMATION, TERMS AND CONDITIONS and SPECIFIC INFORMATION, TERMS AND CONDITIONS) and all RFP amendments included by reference, with any exceptions explicitly noted in writing in the proposal.

Signature

Printed Name and Title

Vendor Name

Date

SPIN

Pricing Form Reference # (if using online form)

This proposal is submitted in response to **SPECIFIC INFORMATION**, section B.____

(for clarity, please provide name of section as well)

For the Applicant:

If Vendor's proposal is selected for award, Applicant will execute below to confirm acceptance and establish the **legally binding agreement**, as required by E-Rate program rules. Either party may require additional documents. If acceptable to Applicant, Applicant may also sign Vendor's additional contractual documentation. All terms and conditions of the RFP and all RFP amendments and supporting materials are included by reference.

Applicant Signature	mm/dd/yy
Signature	Date
Applicant Name	Title
Printed Name	Title
Tulare City School District	143910
Applicant Name	BEN