

E-RATE 2016-2017 CATEGORY ONE REQUEST FOR PROPOSAL



MOUNT PLEASANT
INDEPENDENT SCHOOL DISTRICT

Mount Pleasant ISD Leased Lit Fiber

Mount Pleasant ISD (MPISD), an E-Rate eligible site, is requesting bids for Leased Lit Fiber to connect E-Rate eligible sites. This document is a Request for Proposal for E-Rate Category One, Data Transmission Services, for the E-Rate year 2016-2017 establishing criteria. This will involve a bid for Leased Lit Fiber and any required eligible equipment and fees.

INSTRUCTIONS TO BIDDERS

Eligibility

All vendors wishing to participate in this bid must have been awarded bidding contracts on one of the following contracted vendor cooperative lists in the state of Texas:

- Department of Information Resources (DIR)
- Region 8 The Inter-Local Purchasing System (TIPS/TAPS)
- Region 7 Purchasing Cooperative
- The Cooperative Purchasing Network (TCPN)
- BuyBoard (BB, endorsed by Texas Association of School Boards and Texas Association of School Administrators)
- Texas Multiple Award Schedule Contracts (TMAS)
- US Communities

TERMS

MPISD Terms

- Bids must include an itemized and detailed list of eligible services and materials required for data transmission as specified in the project scope. Details will include price per service or item, any discounts and sub-total price per item, total bid amount including any shipping costs.
- Products and services must be operational and compatible with all network equipment brands used by MPISD.
- Pricing must be valid for the entire E-Rate funding period of 2016-2017 E-Rate year which extends to June 30, 2017. Purchases will be made during the funding period at the discretion of MPISD, but no later than June 30, 2017.
- Requested products and services may be contingent upon school board approval &/or E-Rate funding approval.

- This is a turn-key project. It is the goal of MPISD to offer its staff and students a cost effective solution for the best available service.
- It is preferred that the potentially bidding service provider have an operational presence within a 100-mile radius (or approximately a two-hour drive) of the provided services in order to maintain a high level of service support.
- Bids are to be submitted to Rob Flores, District Network Specialist, either in a digital format (PDF ONLY emailed attachment) or in writing via certified mail.
- Bids are due no earlier than Friday, January 8, 2016, and no later than Wednesday, January 20, 2016 at 4:00pm. Any bids submitted outside of this submission window will not be awarded, but will be noted for documentation purposes.
- Bids will be awarded before the Form 471 deadline pending school board approval. All bidding parties will be notified on bidding decisions.

E-Rate Terms

- All terms and conditions as required by Universal Service Administration Company Schools and Library (USAC, E-Rate Program) must be met. Potential bidding service provider must have USAC portal access and Service Provider Identification Number (SPIN#) provided on bid response.
- This bid may be used as an alternative for SPIN change or service substitutions, if needed. USAC does not allow school districts to receive discounts on redundant services.

Payment Terms

MPISD is requesting a contract term of no longer than 60 months. USAC funding commitments may experience a temporary funding delay depending on PIA review process. The potentially bidding service provider must agree to begin point-to-point services upon an order request from MPISD. The order request will come no later than by July 1, 2016. Any special construction, equipment or other considering factors required to fulfill the order must be included in the costs. MPISD acknowledges that if USAC denies funding, MPISD will be liable for costs for the 2016-2017 funding year.

SCOPE OF PROJECT

Scope Details

The project scope will involve leasing lit fiber for a point-to-point connection between two E-rate eligible entities for data transmission:

- Entity one is the Industrial Technology Training Center (ITTC), a High School satellite campus located at 1100 Lakewood Drive (Westbound I-30 Service Road) in Mount Pleasant, TX.
- Entity two is the Central Support Services (CSS) building located at 2230 N. Edwards Ave in Mount Pleasant, TX.
- A site survey is scheduled on Wednesday, December 9, 2015 at 9:00am. A site survey is not required for bidding, however, vendor participation will be taken into consideration on determining bids. To RSVP or obtain additional details, contact Rob Flores at rflores@mpisd.net, or 903-434-8515. In the case of inclement weather or any other unforeseeable factor, an alternate date for the site visit will be Wednesday, December 16, 2015
- MPISD is requesting bandwidth of 300Mb/s as a minimum for this point-to-point connection, and up to 1000Mb/s.
- The potentially bidding service provider must provide a diagram of locations\connections (including address of each connection) for network documentation.

Service Level Agreement

If priced separately, the potentially bidding service provider must provide a detailed description of services and pricing including:

- 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.
- Responsibilities of the Client.
- Any service maintenance schedules.
- Service ability in proximity to MPISD.
- Terms of cancellation or termination.
- Samples of applicable Service Forms, Reports or Logs.
- Describe any use of subcontractors.

BID SUBMISSION

Proposal Requirements:

INTENTION TO BID

Potential bidding service providers must submit an “Intention to Bid” form ([see attached](#)) for bid consideration.

OTHER REQUIREMENTS

- Include pricing and contract allowances to increase bandwidth in 100Mb/s by request during the contract term with an annual review.
- Include all E-Rate eligible interconnecting hardware such as port modules, patch cables, stacking modules, etc. required to interconnect with the leased fiber network on both ends.
- Bids must offer multiple contract terms ranging from 1-5 years along with price considerations for longer terms if available.
- USAC SPIN#
- Submitted bids must have the company logo, date bid is submitted and all company contact information all parties relating to Sales, Service, E-Rate, etc.
- A complete copy of the contract terms.
- Statement of Work / Services
- List of References (minimum 3 – within state of Texas)
- Pricing Worksheet– Point-to-Point Level Agreement, and any other services, if applicable.
- Federal Tax ID certificate (W-9)

Instructions to submit:

No bids will be accepted before Friday, January 8, 2016 to ensure all questions are adequately answered. Send bid proposal via email to Rob Flores no later than Wednesday, January 20, 2016 at 4pm CST. If a the potentially bidding service provider wishes to submit a revised bid, indicate in via email to request a retraction of the earlier bid and explain the reason for a revised bid. The last version of a submitted bid will be considered the final bid.

Rob Flores, Network Specialist
Mount Pleasant Independent School District
PO Box 1117
2230 N. Edwards Ave
Mount Pleasant, TX 75455
903-575-2000
rflores@mpisd.net

INTENTION TO BID

Immediately Complete & submit THIS PAGE via certified mail or PDF email attachment no later than Jan 8, 2016 4pm

TO:

Rob Flores, Network Specialist
PO Box 1117
Mount Pleasant, TX 75455
Email: rflores@mpisd.net

INTENTION TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDER: _____

CONTACT: _____

EMAIL: _____

Please remember that the site visit is scheduled on Wednesday December 9, 2015 @ 9AM. If there is any inclement weather or any other unforeseeable factor preventing a site visit at that time, an alternative date is scheduled on Wednesday December 16, 2015 @ 9AM

Our intent is to provide a fair and open bid process. We are not responsible for any non-deliverable email. All questions regarding the RFP, site visit and bid should be directed to Rob Flores. All questions and answers will be posted by Friday, January 8, 2016.