

Great Falls Public School Districts 1 & A

1100 4th Street South

Great Falls, MT 59405

January 28, 2020

Year 2021-2022 E-rate RFP for Internet Services

SLD Billed Entity Number: 134909

Applicant Form 470 Identifier: Great Falls School District 1&A a.k.a. Great Falls Public Schools _ 2021 _ Cat 1,
Internet _ Form 470 B

Contact Information

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Overview

Great Falls Public School District 1 and Great Falls School District A (hereafter collectively referred to as GFPS) seeks Request for Proposals (RFP) for fully managed leased lit fiber internet services.

The objective of this RFP is to accomplish a fair, open, and competitive procurement. This RFP will be reviewed at the GFPS District Office Building located at 1100 4th Street South, Great Falls, MT. The RFP is accessible electronically at www.gfps.k12.mt.us on the [Technology Department](#) webpage.

Requested Services

Requesting bids for fully managed leased lit fiber internet services with incremental pricing options from 5 Gbps, 10 Gbps, 20 Gbps, and 50 Gbps download speeds (or as close as feasible to the requested speeds) with the ability to amend contract within the contract period to increase bandwidth in the future, if deemed necessary, up to 100 Gbps.

Services are expected to be delivered to the District Administration Center located at 1100 4th St. S., Great Falls MT 59405.

Requesting incremental pricing options for services with a 1-year, 2-year, and 3-year terms of service with the option to extend for an additional two (2) one (1) - year terms at the same price. Bids should confirm agreement with this request.

Preference may be given to bids that are all inclusive for a turn-key service in which the District has no additional costs to initiate service beyond what is in bid. This includes estimated applicable Federal, State, and/or local taxes, fees, etc. It is anticipated these will be estimated for the current quarter or the latest publicly available announcement for applicable adjusted taxes, fees, etc.

Vendors that impose additional costs after bid submittal may be grounds for bid dismissal.

Proposals should state all recurring and non-recurring costs to GFPS associated with the proposed service(s) including any applicable taxes (federal, state, and local), fees, etc. in attachment 1.

Installation of all services – including but not limited to leased lines and/or equipment, following appropriate city, state and federal codes and requirements.

Installation of services should be a “turnkey” solution providing an ethernet link into the network closet. Bringing solution to the property line is not sufficient to meet District needs and may be grounds for bid dismissal. Vendor must specify required demarcation setup included in base fees, e.g., wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.

Vendors are asked to submit proposals for any or all services for the contract term.

Bidding

Sealed bids must be received in the office of the District Director of Business Operations, Brian Patrick, at the GFPS District Office Building located at 1100 4th Street South, Great Falls, MT, 59405 or by mail to P.O. Box 2429, Great Falls, MT, 59403 prior to 10:00am on the day following the Allowable Contract Date (ACD) as posted on

the latest associated Form 470 or 28 days after the latest posted RFP Amendment, whichever is later. Bids will be publicly opened at 10:30am on the date following the ACD as posted on the associated Form 470 at the GFPS District Office Building located at 1100 4th Street South, Great Falls, MT, 59405.

Only written paper copies of proposals will be accepted (five copies); no proposals will be accepted by electronic means (i.e., fax, email). GFPS may cancel the procurement or reject any or all bids in accordance with MCA 18-4-303.

Bids from vendors without an e-rate Service Provider Identification Number (SPIN) at the close of the competitive bidding period will be disqualified.

GFPS assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. The District has the discretion to accept or reject any or all bids or portions of any one bid including late bids.

Responding vendors may request clarifications regarding specifications outlined in this RFP. Clarifying questions should be emailed to Nicole Jones at njirwj@middrivers.com. Any clarifying questions and associated answers that are not already addressed in the Form 470 and RFP will also be posted as an amendment to the posted Form 470 as an RFP Amendment or a newly posted Form 470 if required by E-rate rules as well as on the website at www.gfps.k12.mt.us on the [Technology Department](#) webpage. No customized service provider forms will be completed during the competitive bidding period.

Bid Security

Bid security will not be required as part of the bid submittal process. Awarded bidders may be required to provide a bid security for the amount of 10% of the total contract made payable to the Chairman of the Board of Trustees, Great Falls Public Schools, as a guarantee of complete compliance with the specifications contained in this RFP.

Pursuant to 18-4-312 of the M.C.A., bid security must be in the form of:

1. a sufficient bond with a licensed surety company as surety;
2. an irrevocable letter of credit in accordance with the provisions of Title 30, chapter 5, part 1;
3. money of the United States;
4. a cashier's check, certified check, bank money order, certificate of deposit, money market certificate, or bank draft that is drawn or issued by a federally chartered or state-chartered bank or savings and loan association that is insured by or for which insurance is administered by the federal deposit insurance corporation or that is drawn and issued by a credit union insured by the national credit union share insurance fund.

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the

Telecommunications Services bucket of the program. The Vendor also shall provide the company's FCC Registration Number.

Green Light Status

Bids will only be accepted from Vendors with "Green Light Status." The vendor shall provide proof of status in the Proposal submitted in response to this bid opportunity.

Service Provider Annual Certification Form

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <https://www.usac.org/e-rate/resources/forms/> in the Forms section.

The District's Reimbursements

The Vendor agrees to provide reimbursements to the District for discounts on eligible services received on or after the effective date of discounts and already paid for by the District.

Cooperation with District's Preparation of E-rate Applications

The Vendor must agree to provide information on a timely basis that the District requests in order for the District to timely apply for E-rate applications.

Vendor must agree to respond in a timely manner (within assigned deadlines) to any requests for information from District, USAC, FCC, State Agencies, or other agencies as needed and related to the E-Rate Program.

Separate Itemization of E-rate Eligible and Ineligible Products and Services

Vendor shall separately itemize the cost of E-rate eligible and ineligible products and separate installation costs, if any. To determine what items are eligible, visit the E-rate Eligible Services List at <http://www.universalservice.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx> or call the SLD at 888-203-8100.

Compliance with E-rate Contract Signing Rules

The Vendor must acknowledge in its Proposal that the Vendor will make every effort to have any contract addendums that may arise from this RFP signed in accordance with the E-rate contract signing rules. Further, the Vendor must acknowledge in its Proposal that if the contract or addendum is signed outside of the e-rate contract signing window, the vendor will disclose to the District, before soliciting the District's execution of the contract, that the contract is not eligible for E-rate funding.

Non-Collusion Affidavit

The Vendor shall execute an Affidavit of Non-Collusion in the form prescribed by the District to confirm that the Vendor is not in violation of the anti-bid rigging state law provisions of the state procurement law, or in violation of the Federal Communication Commission's Fifth Report and Order, as codified in 47 C.F.R.

Guarantee to Meet Service Start Date

The Vendor must be prepared to provide service starting July 1, 2021 or as soon as feasible after receipt of Funding Commitment Decision Letter (FCDL). If Vendor does not meet the agreed upon service start date, the Vendor must guarantee to cover the loss of E-rate funding for the total discount that would have otherwise been received from the current provider during the interim period until Vendor is able to provide service.

Required Notice to Proceed and Funding Availability

GFPS will follow the purchasing policies of the GFPS Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the District's' issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The District will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

Weighted Factors

The contract will be awarded based on best-value to GFPS and its constituent districts, as well as evaluation criteria set forth in this document. Weighted factors contributing to the award are included in the following breakdown:

Weighted Factor Breakdown:

<i>Mandatory</i>	*E-Rate eligible recurring and one-time circuit costs	30%
<i>Mandatory</i>	Timing: adherence to district preferred rollout timeframe	10%
<i>Mandatory</i>	Ability to support requirements as laid out in the RFP	15%
<i>Mandatory</i>	Proposed contract terms, conditions, and insurance	15%
<i>Mandatory</i>	Service Reliability	10%
Optional –	Past experiences with vendor.	5%
Optional –	Use of a Scalable Solution	5%
Optional –	Provider references	5%
Optional –	Risk for the District	5%
	Totals	100%

Bid Judging Process

At minimum of three (3) district employees will be used in the judging process.

Points awarded for Cost of Services will not be subjective but will be based on a fixed formula. The formula for awarding points for the factor of cost will be:

Lowest priced

vendor = LPV Each

Responding

vendor = RV

Each Vendor's Cost of Services points awarded = 30 * LPV / RV

Therefore, the lowest priced vendor will be awarded 30 points for the Cost of Services factor. All other vendors will be awarded points based on their proximity in price to the lowest priced vendor. Example: A vendor with a bid twice as expensive as the lowest priced vendor will mathematically receive 15 points.

The judges will weigh all factors other than Cost of Services on a five-point scale, up to the maximum points available in each weighted factor. Example: for “Risk to District / Ineligible Costs”, judges will award either: 0, 5, 10 or the maximum 15 points.

References

Vendor will provide a minimum of three (3) client references, preferably located in the Rocky Mountain region. References shall include successful implementation(s) of a similar scale and complexity venue.