

**SCHOOL DISTRICT NO. 25  
Bannock County  
Pocatello, Idaho**

Administration Offices  
3115 Pole Line Road  
Pocatello, Idaho

**PROPOSAL SPECIFICATIONS:**

**CATEGORY 1 MANAGED WAN SERVICE ACCESS**

**Proposals due:**

March 15, 2018  
9:00 AM

Pocatello/Chubbuck School District No. 25  
Education Center – Business Office  
3115 Pole Line Road  
Pocatello, Idaho 83201-6119

## PROPOSAL INTRODUCTION

### SUBMISSION OF PROPOSALS:

The following material is required to be received by 9:00 AM, March 15, 2018 for a proposing vendor to be considered:

A. A master copy of a Technical Proposal to include the following:

1. Title Page.

Title page showing the request for proposal's subject; the firm's name, address and telephone number of a contact person; and the date of the proposal.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for sixty days.

4. Detailed Proposal

The detailed proposal should follow the order set forth under the section, "Nature of services required"

B. The proposer shall submit an original of a dollar cost bid in a separate sealed envelope marked as follows: **"Proposal for Category 1 Managed WAN Service to be opened on March 15, 2018 at 9:00 AM."**

Bids with conditions will not be accepted. The District reserves the right to accept or reject any part or all proposals.

C. Completed proposals not delivered by vendor at time of bid opening must be received by mail or courier no later than 4:00 PM on March 14, 2018, the business day before the bid opening, addressed to:

Board of Trustees, School District No. 25  
Request for Proposal, Category 1 Managed WAN Service  
3115 Pole Line Road  
Pocatello, Idaho 83201

### INQUIRIES:

Oral communications with District staff, except the official contact concerning the proposal shall not be binding on the District and shall in no way excuse the proposer of his obligations as set forth in the proposal specifications. No information, concerning who may be the successful bidder, will be available from District staff prior to the next available board meeting after proposals are evaluated.

An electronic version of this document is available upon request.

Inquiries concerning the request for proposals and the subject of the request for proposals may be made to:

**Pocatello/Chubbuck School District 25**

**Attention: Joel Burkman**

Technology Coordinator  
3115 Pole Line Road  
Pocatello, Idaho 83201

Phone: (208) 235-3295

Fax: (208) 235-6820

E-mail: [burkmajo@sd25.us](mailto:burkmajo@sd25.us)

**TECHNICAL PROPOSAL:**

**1. General Requirements**

The technical proposal should demonstrate the qualifications of the vendor to provide the services requested.

There should be no dollar units or total costs included in the technical proposal document.

While additional data may be presented, the following subjects, items No. 2 through 9, must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. They represent the criteria against which the proposal will be evaluated.

**2. Independence**

The vendor should provide an affirmative statement that it is independent of the School District.

The vendor should also list and describe the firm's professional relationships involving the School District or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing these services.

**3. License to practice in Idaho**

An affirmative statement should be included indicating that the vendor is properly licensed to practice in Idaho.

**4. Vendor Qualifications and Experience**

The proposal should state the size of the company, the size of the company's staff, the location of the office from which the work on this project is to be performed.

In addition, the vendor shall provide information on circumstances and status of any disciplinary action taken or pending against the vendor during the past five (5) years with state regulatory bodies or professional organizations, including violations resulting in denial of E-Rate funding.

**5. Similar contracts with other government entities**

List the most significant engagements (maximum of 10) performed in the last five years that are similar to the project described in this request for proposals. We are specifically looking for

projects involving school districts using E-Rate funding. Indicate the scope of work, dates, and the name and telephone number of the principal client contact.

**6. Specific installation/management approach**

The proposal should set forth a work plan, including a timeline of when the work will performed and how the vendor intends to manage the services.

**7. Identification of anticipated potential problems**

The proposal should identify and describe any anticipated potential problems, the vendor's approach to resolving these problems and any special assistance that will be requested from the School District.

**8. Universal Service Administration Company SPIN number.**

**9. Vendor's guarantee** that, for the period of the contract, in the event of loss of service due to any malfunction of the equipment installed in the district or in the vendor's network that services the district, service will be restored within 4 hours from the time the vendor is notified of an outage.

**SEALED DOLLAR COST BID:**

**Total All-Inclusive Maximum Price**

1. The sealed dollar cost bid should contain all pricing information relative to performing the installation and managed service as described in this request for proposals. Please show prices for each of the components of this RFP: managed WAN Service. School District No. 25 reserves the right to enter into a contract for all or some of the services. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

School District No. 25 will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The sealed dollar cost bid sheet should include the following information:

- a) Name of Firm
- b) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with School District No. 25.
- c) A fixed price detailing installation and service costs for 1 year or 12 months. Vendor may include an option for continuation of services beyond the initial contract year, for the following two years, as an option for consideration. Please provide a fixed price for all locations listed on the following page.

## **NATURE OF SERVICES REQUIRED**

A. Scope of work to be performed:

1. Leverage E-Rate Category 1 funding to provide layer 3 managed service for the school district's Wide Area Network. Connections will be made to the existing network infrastructure inside each of the following locations, at the address listed, and using at least the specified connection bandwidth

<b>Building</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Connection Bandwidth</b>
District Office "Education Center"	3115 Pole Line Road	Pocatello	Idaho	83201	20 gbps
Technology Service Center	252 Pershing Ave	Pocatello	Idaho	83201	10 gbps
Century High School	7801 Diamondback Dr	Pocatello	Idaho	83204	2 gbps
Highland High School	1800 Bench Rd	Pocatello	Idaho	83201	2 gbps
Pocatello High School	325 N Arthur	Pocatello	Idaho	83204	2 gbps
Maintenance Shop	185 E Maple	Pocatello	Idaho	83201	1 gbps
GATEWay Center	109 Von Elm Ln	Pocatello	Idaho	83201	1 gbps
New Horizon Center	955 W Alameda Rd	Pocatello	Idaho	83201	1 gbps
Alameda Middle School	845 McKinley	Pocatello	Idaho	83201	1 gbps
Franklin Middle School	2271 E Terry St	Pocatello	Idaho	83201	1 gbps
Hawthorne Middle School	1025 W Eldredge	Pocatello	Idaho	83201	1 gbps
Irving Middle School	911 N Grant	Pocatello	Idaho	83204	1 gbps
Bonneville Elementary School	320 N 8th Ave	Pocatello	Idaho	83201	1 gbps
Chubbuck Elementary School	600 W Chastain	Chubbuck	Idaho	83202	1 gbps
Edahow Elementary School	2020 Pocatello Creek Rd	Pocatello	Idaho	83201	1 gbps
Ellis Elementary School	11888 N Whitaker Rd	Chubbuck	Idaho	83202	1 gbps
Gate City Elementary School	2288 Hiskey	Pocatello	Idaho	83201	1 gbps
Greenacres Elementary School	1250 E Oak St	Pocatello	Idaho	83201	1 gbps
Indian Hills Elementary School	666 Cheyenne Ave	Pocatello	Idaho	83204	1 gbps
Jefferson Elementary School	1455 Gwen Dr	Pocatello	Idaho	83204	1 gbps
Lewis & Clark Elementary School	800 Grace Dr	Pocatello	Idaho	83201	1 gbps
Syringa Elementary School	388 E Griffith Rd	Pocatello	Idaho	83201	1 gbps
Tendoy Elementary School	957 E Alameda Rd	Pocatello	Idaho	83201	1 gbps
Tyhee Elementary School	12743 W Tyhee Rd	Chubbuck	Idaho	83202	1 gbps
Washington Elementary School	226 S 10th Ave	Pocatello	Idaho	83201	1 gbps
Wilcox Elementary School	427 Lark Ln	Pocatello	Idaho	83201	1 gbps
Lincoln Early Childhood Center	330 Oakwood Dr	Pocatello	Idaho	83201	1 gbps

- a) Connections are to be made using fiber optic transmission media and Ethernet transmission technology.
  - b) Connection bandwidth should be scalable to adjust to increased or decreased usage.
  - c) Each building is to be logically connected to two separate and resilient aggregation locations to ensure continuity of service in the event of an interruption of service at a single location.
  - d) Service provider must leverage multiple underlying fiber providers within the county to ensure that an interruption in service by a single underlying fiber provider does not impact all buildings at once.
  - e) Service provider must supply managed hardware at each end site that will have specific capability to provide end-to-end Quality of Service (QoS) throughout the network to support the district's own VoIP calling environment.
  - f) Network topology must be capable of multicast transmission across network segments, VLANs and between buildings to support audio and video protocols.
2. All provided network services must meet the following service standards:
- a) 24x7x365 proactive network monitoring and advance service impact notification.
  - b) 24x7x365 immediate access to second tier-quality help desk / technical assistance center.
  - c) 4 hour service restoration commitment in the event of an outage/cut fiber.
  - d) Access to online tools and reports to monitor support ticket status and network utilization statistics.
  - e) Unlimited and timely moves, adds, and changes related to network configuration changes.
  - f) Dedicated local account management.
  - g) Dedicated engineering resources, knowledgeable with the entire infrastructure and able to provide expedited troubleshooting processes.
  - h) The selected vendor will comply with local building codes and typical industry IEE 802 standards for installation of any components and services.
- B. Service provider will provide simple billing and billing resolution procedures
- 1. Provider must be an E-Rate eligible service provider.
    - a) Preference will be given to providers which offer a SPI billing option, providing post-discount monthly invoices.

**EVALUATION PROCEDURES:**

A. Evaluation Committee

Proposals submitted will be evaluated by a committee consisting of district administration and the district technology department.

B. Evaluation of Proposals

- 1. The following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of each

vendor and assign a point value to each area of competency. As part of this evaluation, the Committee may hold discussions with all qualified vendors. Discussions may be conducted via teleconference or may take the form of questions to be answered by the vendors and conducted by mail, E-mail, or facsimile transmission at the discretion of School District No. 25. During the evaluation process, the committee may request technical assistance from any source.

2. Vendors may be asked to make an oral presentation to the Evaluation Committee. The purpose of the oral presentation is to provide an opportunity for the vendor to clarify its proposal submission or substantiate proposal representation. The oral presentation is a part of the technical evaluation.
3. If it is determined to be in the best interests of School District No. 25, the committee may ask the vendor to make final revisions to their technical and/or financial proposal through submission of a Best and Final Offer.
4. The committee will recommend the vendor whose overall proposal provides the most advantageous offer to School District No. 25, considering price and the other evaluation factors with best price being the primary factor.

#### C. Evaluation Criteria

A point system will be used to evaluate each proposal using the following matrix:

Technical Criteria	Point Range
Price of E-Rate Eligible cost components	0-35
Suitability of technical proposal	0-30
Vendor experience/capability	0-15
Price of E-Rate ineligible cost components	0-10
Fiscal integrity/financial stability of vendor	0-10
<b>MAXIMUM POINTS</b>	<b>0-100</b>

While the total score will be the significant factor, the District reserves the right to make a final selection.

#### D. Final Selection

School District No. 25 will select a vendor based upon the recommendation of the Evaluation Committee. It is anticipated that a vendor will be selected by March 16, 2018. Following notification of the firm selected, it is expected a contract will be executed between both parties no later than April 2, 2018.

#### E. Right to reject proposals

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between School District No. 25 and the vendor selected.

# REQUEST FOR PROPOSAL

## CATEGORY 1 MANAGED WAN SERVICE ACCESS

Board of Trustees  
 School District No. 25  
 3115 Pole Line Road  
 Pocatello, ID 83201-6119

Date: \_\_\_\_\_

We, \_\_\_\_\_ propose to furnish Leverage E-Rate Category 1 funding to provide layer 3 managed service for the school district's Wide Area Network under the supervision of the Technology Coordinator, for the sum of:

School District No. 25 reserves the right without prejudice to reject any and all proposals, likewise, to reject any item or items and the right to waive any technicality.

Price Sheet: Speed per location	Monthly Price Year 1	Option for Continuation of Service	
		Monthly Price Year 2	Monthly Price Year 3
1 Gbps			
2 Gbps			
5 Gbps			
10 Gbps			
20 Gbps			
40 Gbps			

Respectfully submitted,

- Attached is our Affidavit of Alcohol and Drug-Free Worksite, as pursuant to Idaho Code 72-1717.
- Attached is Bidder Certification Form.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized Signature / Date

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Phone / Fax Number



CONTRACTOR'S AFFIDAVIT  
CONCERNING ALCHOHOL AND DRUG FREE WORKPLACE

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that named contractor is in compliance with the provisions of Idaho Code section 72-1717; that named contractor provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that named contractor shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

By: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at

\_\_\_\_\_

\_\_\_\_\_



## BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
- 2. Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
- 3. Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- 4. National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_