



WEST BONNER COUNTY SCHOOL DISTRICT #83

**Attn: Technology Office
134 Main St, Priest River, ID 83856**

REQUEST FOR PROPOSAL/ RFP 20-1
Category 1 Managed WAN Service/Internet Access

GENERAL INFORMATION

The West Bonner County School District 83 is requesting proposals from Internet Technology companies to manage our Wide Area Network access between all district buildings and provide access to the internet.

To be considered, two (2) written copies of a proposal must be received by the District Technology Director, Ron Kruse at 134 Main St, Priest River, Id 83856 by 4:00 pm on Monday, March 9th, 2020. The West Bonner County School District reserves the right to reject any or all proposals submitted.

The West Bonner County School District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the West Bonner County School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the 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 the West Bonner County School District and the firm selected.

It is anticipated the selection of the vendor will be completed by March 10th, 2020. Following the notification of the selected vendor it is expected a contract will be executed between both parties NLT March 20, 2020.

I. 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 and to provide at least 100 MB/s of internet bandwidth to all District sites except for Priest Lake Elementary, where at least 50 MB/s of internet bandwidth will be provided.

2. The network should be scalable to 1GB/s in anticipation of further growth.

3. The vendor will provide and manage Firewall services, including VPN access.

4. Provide sufficient bandwidth between sites for school and office network functions, connecting into our existing network infrastructure at each of the following locations:

Priest River Elementary School, 231 Harriet St, Priest River, Idaho

Idaho Hill Elementary School, 402 E. 3rd St S., Oldtown, Idaho

Priest River Junior High School, 5709 Hwy 2, Priest River, Idaho

Priest River Lamanna High School, 596 Hwy 57, Priest River, Idaho

Priest Lake Elementary School, 27732 Hwy 57, Priest Lake, Idaho

WBCSD Technology/Transportation Department, 444 Hwy 57, Priest River, Idaho

WBCSD District Office, 134 Main St, Priest River, Idaho.

Our current WAN consists of fiber optic lines and hardware managed and owned by a local cable company for each location except Priest Lake Elementary school, which is serviced by a local wireless internet provider at 10 MB/s. All internet traffic routes through a content filter appliance located at Technology Department office. The district uses centralized file and print servers, various database servers, on and off-site data backup, VOIP phone system, video surveillance systems, physical security systems, wireless access points and building maintenance functions that all reside on the WAN.

5. Provide all billing to clearly show E-Rate eligible goods and services and break out any non-eligible components. The proposal must also differentiate between WAN costs/services and Internet Access.

6. Provide all necessary support and documentation required in the event of E-Rate Program Integrity Assurance and Audit requests.

B. Standards

The selected vendor will comply with local building codes and typical industry IEEE 802 standards for installation of any components and service.

II. DESCRIPTION OF THE GOVERNMENT

The West Bonner County School District 83 is a K-12 district consisting of three (3) Elementary Schools, one (1) Middle School, one (1) High School. The District General Fund budget is approximately \$8M. Our current student enrollment is around 1,100 students. The district has approximately 1000 computers/devices connected to our WAN or district provided WiFi. WiFi service is not a part of the proposal but will run on the network.

III. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are required to be submitted:

Requests for proposals issued	February 4th, 2020
Due Date for Proposals	March 9th, 2020

B. Notification and Contract Dates

Selected Firm Notified	March 10th, 2020
Contract Date	NLT March 20, 2020

C. Date Work May Commence

Unless otherwise stated in writing by West Bonner County School District, work may begin only after notification of E-Rate funding commitment. Contract may be contingent upon the district obtaining E-Rate and supplemental levy funding. Network should be fully operational by 1 July, 2020.

IV. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

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

West Bonner County School District 83
Attention: Ron Kruse
134 Main St.
Priest River, ID 83856
ronkruse@sd83.org
208-448-1287

2. Submission of Proposals

The following material is required to be received by March 9th, 2020 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 in section IV-B of this request for proposals.

b) The proposer shall submit an original of a dollar cost bid in a separate sealed envelope marked as follows: Sealed Dollar Cost Bid for WBCSD Category 1 Managed WAN Service/Internet Access

c) Proposer may send or deliver the completed proposal to the following address:

West Bonner County School District 83
Attention: Business Manager/RFP20-1
134 Main Street
Priest River, ID 83856

B. 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 ERate 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, vender will attempt to restore service within 4 hours from the time the vendor is notified of an outage.

C. Sealed Dollar Cost Bid

Total All-Inclusive Maximum Price

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, 100MB/s of internet access to 6 sites and 50 MB/s of internet access to Priest Lake Elementary School. The WBCSD 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.

The WBCSD 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 the WBCSD.

c) A fixed price detailing installation and service costs each year for the next three fiscal years: 2020, 2021, and 2022. (Fiscal Year is considered to be from 1 July- 30 June). State rules require that the school board shall not

encumber debt for future school boards. Although it is the intent of the district to enter into a multi-year contract, the final, signed contract must contain a no-cost-to-the-district opt-out clause. The contract will be reviewed annually and approved by the board. If the district is unable to fund the contract for the subsequent fiscal year, then the district is legally bound to opt out of the contract at no cost to the district. A 3-year contract with optional 4th and 5th years is preferred.

V. EVALUATION PROCEDURES

A. Evaluation Committee

Proposals submitted will be evaluated by a committee consisting of the Superintendent/representative, Technology Director, one school principal and a school Tech assistant.

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 WBCSD. 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 WBCSD, 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 WBCSD, 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	0-15
Local vendor	0-15
Vendor experience/capability	0-15

Price of E-Rate ineligible cost components	0-10
Fiscal integrity/financial stability of vendor	0-10

MAXIMUM POINTS **0-100**

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

D. Final Selection

The WBCSD Board of Trustees will select a vendor based upon the recommendation of the evaluation committee. It is anticipated that a vendor will be selected by March 10, 2020. Following notification of the firm selected, it is expected a contract will be executed between both parties NLT March 20, 2020.

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 the WBCSD and the vendor selected.

The WBCSD reserves the right without prejudice to reject any and all proposals.