REQUEST FOR PROPOSAL
AND CONTRACT TERMS AND CONDITIONS
RFP# PALO VERDE UNIFIED WAN E-RATE

WIDE AREA NETWORK
DIGITAL TRANSMISSION SERVICES

INTERNET ACCESS SERVICES
PALO VERDE UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL RFP# PALO VERDE UNIFIED WAN E-RATE

470 and RFP availability date 11/08/2012.

Palo Verde Unified School District will accept PROPOSALS for TECHNICAL SPECIFICATIONS FOR HIGH SPEED DATA INFRASTRUCTURE DIGITAL TRANSMISSION WIDE AREA NETWORK SERVICES AND INTERNET ACCESS SERVICES.

The PROPOSALS must be received prior to 12/13/2012 at 2:00 PM PST, in a sealed envelope labeled with the title, “Wide Area Network Digital High Speed Telecommunications Services and Internet Access RFP RESPONSE” and addressed to:, ATTN: Val Braden, Address: Palo Verde Unified School District, 295 N First St, Blythe, CA  92225. Proposals will be opened at above time and date. Proposals received after the above stated time will be returned to bidder unopened.

Proposals must be signed. A copy of the request for proposal is available at the following website www.pvusd.us under resources link.

Vendors may walk the sites in order to inspect entrance facilities – Demarc to MPOE. Site walks are available upon appointment. To make a site walk appointment, contact Phillip Schultz via e-mail at pdschultz@pvusd.us.

The Board of Trustees of the Palo Verde Unified School District reserves the right to accept or reject any and all proposals, to waive any irregularities in the proposals, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it be in the best interest of the District.

Dated, XXX

Publish
PROJECT BACKGROUND

The PALO VERDE UNIFIED SCHOOL DISTRICT (PVUSD) has an on-going strategic plan which includes telecommunication services, connectivity, and support. PVUSD’s technology infrastructure consists of a local area network installed at each campus with a wide area network connecting the campuses together. The District is seeking to leverage its investment in these areas to achieve maximum operating efficiencies and cost savings.

E-RATE REQUIREMENT

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program. The eligibility for discounts on internet access, telecommunications products and services, and internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Corporation, which was established by the Act. The amount of discount is based on the numbers of children receiving free and reduced price meals.

PVUSD has applied for E-Rate discounts since the program’s inception. Suppliers are required to be in full compliance with all current requirements and future requirements issued by the SLD for participation in the E-Rate program throughout the contractual period of any contract entered into with PVUSD as a result of this RFP.

Additionally, respondents are required to submit the following to substantiate E-Rate Service Provider compliance.

- Proposers Service Provider Identification Number (SPIN)
- Service Provider Annual Certification (SPAC) verification (2010/2011 and/or 2011/2012
  - (SPIN contact page from USAC website will suffice)
- Verification that the proposer is an eligible telecommunications provider (Y) for the telecommunications aspect of this RFP
  - (SPIN contact page from USAC website will suffice)
- Proof that Proposer is not on FCC Red-Light Status
  - Requires FCC Registration Number and documentation from FCC. Information can be accessed at http://www.fcc.gov/redlight/
PUBLICLY OWNED TELECOMMUNICATIONS FACILITIES RFP # 12-13

PROJECT GOALS

The DISTRICT (PVUSD) is seeking telecommunication providers that are able to meet its data telecommunication needs. The present system utilizes various levels and types of services at multiple locations. Attached Appendix A provides a listing of all facilities.

QUALIFICATIONS

Please provide responses to the following questions as well as details to offer a comprehensive representation of your company and its services.

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<tr>
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<th>Yes/No</th>
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<tbody>
<tr>
<td>1.</td>
<td>The vendor must be able to guarantee network availability at least 99.5% of the time in a calendar month, and packet delivery of 99.5% or greater, except for outages caused by the customer’s equipment, fiber cuts by third parties, acts of God, or other Force Majeure events.</td>
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<td></td>
<td>Please elaborate:</td>
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<td>2.</td>
<td>Does your company monitor all telecommunication and/or Internet services 24 hours per day, seven days per week, 365 days per year?</td>
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<td>Please elaborate:</td>
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<td>3.</td>
<td>Can your company ensure PVUSD 99.95% for all telecommunication and/or Internet service availability during each week of service provided with telecommunication and/or Internet service latency across your company’s network, facilities and services not to exceed 30 milliseconds maximum?</td>
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<td></td>
<td>Please elaborate:</td>
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<td>4.</td>
<td>Is your company able to provide, at no additional charge, immediate notification to PVUSD network department representative of any and all telecommunication and/or Internet service outages or anomalies which affect the use of the facilities, circuits, or network within PVUSD?</td>
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<tr>
<td></td>
<td>Please elaborate:</td>
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<tr>
<td>5.</td>
<td>Please provide the process for PVUSD to report any problems with the facilities, circuits, network or telecommunication and/or Internet services including the minimum response time.</td>
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<td></td>
<td>Please elaborate:</td>
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<td>6.</td>
<td>Provide details regarding your company’s service center, including, but not limited to, stuffing experience, process and priority service.</td>
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<td>Please elaborate:</td>
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<td>7. Your company will provide a non-performance policy with PVUSD which provides PVUSD a monthly credit equal to two times the monthly rate multiplied by the percentage of monthly outage to any site within PVUSD, when such faults, outages or anomalies are due to the oversight neglect or unreliability of your company’s services.</td>
<td></td>
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<tr>
<td>Please elaborate:</td>
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<td>8. Does your company maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission of the United States of America?</td>
<td></td>
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<td>Please elaborate:</td>
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<td>9. Does your company agree that PVUSD can reserve the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered?</td>
<td></td>
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<tr>
<td>Please elaborate:</td>
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**TRANSITION PLAN**

As the cut-over date for any new carrier is **07/01/2013**, PVUSD requires a transition plan to be provided with any proposal response. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the PVUSD transition team. The transition plan is to outline the expectations the supplier team would have of PVUSD and the information or task PVUSD is to provide the supplier and the date any information or task would be required.

PVUSD reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.

Service Provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this Agreement. Service Provider warrants that it had good title to all elements of the facilities and services and has the legal right to contract with PVUSD for the installation and use of such facilities and services. Service Provider shall indemnify PVUSD and its trustees and employees against any claims or threat of claims brought by any third party alleging infringement of any proprietary rights.
Customer Requirements

- Vendors may respond to either the WAN or Internet Access portions of the RFP, or both.
- Wide Area Network Digital Transmission Services: Please provide quotes for the following bandwidths.
  - 100 Mbps
  - 1 Gbps
- Internet Access Services: Please provide quotes for the following bandwidths delivered to the Palo Verde Unified School District’s District Office.
  - 45 Mbps
  - 50 Mbps
  - 100 Mbps
  - 500 Mbps
- Minimum of a 128 dedicated IP address in numerical order in the same subnet
- Internal routing scheme cannot be changed
- **WAN connections are Point-to-Point from each site back to District Office (except in the case of 1 Gbps, then that line may or may not be site to site then back to the District Office).**
- Option for growth including, but not limited to, increases in bandwidth and/or additions of locations, as determined necessary by the District
- Options for removal of sites due to closures or re-organization requirements as deemed necessary by the District. *The District will require that there be no early termination charges or other penalties assessed in such situation that is determined to be outside the control of the District.*
- All equipment necessary to provide this connectivity shall be provided with no option of transfer of ownership to PVUSD. All vendor equipment installed shall be under repair maintenance at no cost to PVUSD for the life of the contract agreement.

Information Requested

- Proposed solution pricing
  - Special construction costs (curb to MPOE) should be amortized over the initial contract term as part of the MRC. **DISTRICT WILL NOT BE RESPONSIBLE FOR ANY EASEMENT/RIGHT OF WAY COSTS INCURRED BY THE PROPOSER WHILE IMPLEMENTING THE SOLUTION.** The Minimum Point of Entry (MPOE) and Demarcation point at each site and in the Data Center at the District Office shall be determined by PVUSD technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point.
  - MRC for initial contract month term as well as MRC starting with contract renewal term.
  - Include any one-time and recurring costs and explain any additional associated contractual obligations associated with growth option (as stated above).
  - Support agreements including response times.
Instructions to Vendors

General Information
All responses shall conform to instructions provided in this Request for Proposal (RFP) document.

Site Walks (optional)
Vendors may walk the sites in order to inspect entrance facilities – Demarc to MPOE. Site walks are available upon appointment. To make a site walk appointment, contact Phillip Schultz via email at pdschultz@pvusd.us.

Installation Timeline
No billing can take place prior to July 1, 2013 though start up work can begin as early as January 1, 2013 in order to meet this deadline and maintain compliance with the E-Rate Program rules.

Deadline for Request for Proposal Submittal
Vendors must submit all required documents prior to the deadline. All proposals shall be complete and final with no additional information required after the close of the submittal date, unless specifically requested by the District. Responses received after the deadline will be returned unopened as not meeting the RFP requirements.

Request for Proposal Preparation Cost
Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to the DISTRICT. The DISTRICT will not be held liable for any cost incurred by VENDORS in responding to the RFP.

Completion of the Price Module Worksheet
Proposals must include the corresponding pricing worksheet found with the request for proposal is available at the following website www.pvusd.us under resources link. Please include the installation (one time) costs and monthly (ongoing) costs for all sites. Installation costs may be amortized into the monthly recurring charges.

Vendor Qualifications
Any individual firm submitting a proposal must be able to provide evidence that the individual or firm and its personnel carrying out the responsibilities have expertise and experiences in all areas identified in the Services Required section of this RFP. The vendor shall provide three (3) K-12 references consisting of similar work and scope.

Request for Proposal Submission Requirements
All responses to this RFP should be submitted in hard copy form (no email or other electronic submission), no later than 2:00 PM on December 13th, 2012 and clearly marked “Wide Area Network Digital High Speed Telecommunications Services and Internet Access RFP RESPONSE,” delivered to:

Palo Verde Unified School District
ATTN: Val Braden
295 N First St
Blythe, CA 92225

All other inquiries should be submitted in writing to:
Val Braden via e-mail at vbraden@pvusd.us

All submissions meeting the deadline requirement is the property of PVUSD and will not be returned. All information submitted in the proposals will be kept confidential and accessed only by those employees of the DISTRICT reviewing the proposals.

All responses to this RFP should be submitted in hardcopy form (no email or other electronic submissions).

The content and sequence of the proposal will be as follows:
1. Cover Letter/Letter of Interest
2. Table of Contents
3. Vendor Company Data
4. Experience and Client References
5. Technical Capabilities
6. Cost Proposal
7. Pricing Module Worksheet
8. Transition Plan

VENDORS MAY RESPOND TO THE WIDE AREA NETWORK/DIGITAL TRANSMISSION SERVICES AND/OR THE INTERNET ACCESS SERVICES SECTIONS OF THE RFP. IT IS NOT REQUIRED TO DO BOTH.

References
Before awarding any contract, the DISTRICT reserves the right to require the vendor to submit evidence of qualifications, as it may deem appropriate. This evidence may be concerning financial, technical, and other qualifications as well as relevant experience and skills of the vendor.

PAYMENT AND FUNDING

The District intends to partially fund the services contemplated herein by leveraging the federal E-Rate program. Vendors should be familiar with and compliant with all applicable federal E-Rate policies. Bids from vendors that are not E-Rate eligible will not be considered for this RFP. Vendors must provide a response to this RFP that is compliant with E-Rate. Vendors must submit their E-Rate Service Provider Identification Number (SPIN) in the vendor response. Vendors must submit their E-Rate Federal Communications Commission Registration Number (FCCRN) in the vendor response along with proof of FCC Green Light Status. The successful bidder also must abide by the requirements for vendors under the E-rate program as set forth by the E-Rate program administrators. These requirements include, but are not limited to; filing of all Form 474 forms, extension of appropriate discounts to the participating eligible entities, careful record keeping for auditing purposes, and the provision of any information participating eligible entities must submit as part of their filing requirements. The bidder must identify and separate any costs that are associated with non E-Rate eligible entities and services as identified in the scope of work herein.

In addition, the Wide Area Network (WAN) high speed telecommunications services must also be eligible for, and receive, the applicable discounts funded through the California Teleconnect Fund (CTF) which is administered by the California Public Utilities Commission (CPUC). In accordance to CPUC resolution T-16763 all E-Rate program discounts must be posted via the Service Provider Invoice Form 474. The District will not file a Billed Entity Applicant Reimbursement Form 472 for applicable E-Rate discounts.
Failure of vendor to apply appropriate discounts will be basis for termination of contract without penalty.

APPENDIX A

Locations

1. Palo Verde Unified School District – District Office, 295 N First St, Blythe, CA  92225
2. Palo Verde High School – 667 N Lovekin Blvd, Blythe, CA  92225
3. Blythe Middle School – 825 N Lovekin Blvd, Blythe, CA  92225
4. Twin Palms Continuation School – 811 W Chanslorway, Blythe, CA  92225
5. Felix J. Appleby Elementary School – 10321 Vernon Ave, Blythe, CA  92225
6. Margaret White Elementary School – 610 N Broadway, Blythe, CA  92225
7. Ruth Brown Elementary School – 241 N 7th St, Blythe, CA  92225