

2014-2016 INTERNET SERVICE

(District Internet)

LAFAYETTE COUNTY SCHOOL DISTRICT

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LAFAYETTE COUNTY SCHOOL DISTRICT

2014-2016 INTERNET SERVICE

District Internet

SUBJECT:

RFP is for a 3 and 5 year contract for High Speed Internet Services to connect schools in LAFAYETTE COUNTY SCHOOL DISTRICT to the Internet. The district wishes to evaluate various time frame options considering that a longer contract may prove beneficial to the district.

PURPOSE:

Proposals are being sought by LAFAYETTE COUNTY SCHOOL DISTRICT for the purpose of securing the most cost efficient way of connecting our schools and remote buildings to the Internet in order to provide Internet access to all of our district's students and staff. The resulting contract will have a voluntary 3 year extension with a price redetermination to be negotiated every two years of the contract.

BACKGROUND:

Our District's students, teachers, staff and administrators are using more and more resources that require Internet access. The purpose of this RFP is to explore the various options currently supported through the E-Rate program and its Priority One services. The district wishes to explore various bandwidth and contract term options.

Terms used throughout this RFP

USAC – Universal Service Administrative Company

SPAC - Service Provider Annual Certification

SPIN – Service Provider Identification Number

The District – LAFAYETTE COUNTY SCHOOL DISTRICT

This RFP package consists of the following sections:

- I. General Conditions
- II. Detailed Specifications
- III. District Responsibilities
- IV. The Service Provider's responsibilities

Proposal Forms:

Send sealed proposals and supporting documentation to:

SHELLY HOLLIS, Erate Coordinator
100 COMMODORE DRIVE
OXFORD, Mississippi 38655

Sealed proposals must be clearly marked "**2014-2016 INTERNET SERVICE**"

Do Not Fax or Email Proposals.

Proposals will be received by The District at the address shown above until 11:00, MARCH 3, 2014. Proposals must be mailed or hand delivered to the address above in a SEALED ENVELOPE. They must be received before the deadline. Courier delays are not an acceptable excuse for deliveries made past the deadline.

Schedule of Events:

Event	Date(s)
Release of RFP to Service Providers	01-30-2014
Start Site Visits (Mandatory)	02-06-2014
End Site Visits (Mandatory)	02-26-2014
Deadline for Submission of Proposals	03-03-2014 11:00 PM
Opening of Proposals (LOCATION)	MARCH 3, 2014 11:30

Inquiries

All correspondence and inquiries regarding this RFP must be done via Email: SHELLY.HOLLIS@LAFAYETTESCHOOLS.NET

If a Service Provider does not receive a response within 48 hours, it is the responsibility of the Service Provider to call SHELLY HOLLIS at 662-234-3271 and confirm that the email message was received.

Basis of Award:

1. E-rate approval by USAC
2. Provider must have current USAC SPAC.
3. References of at least two installations of similar application size and complexity and two or more references of outside/wide area cable and wireless installation relating to fiber or other high-bandwidth capable media.
4. Must be able to secure any necessary permits.
5. Helpdesk and Network Management System. (24x7x365)
6. Service Provider MUST complete the MANDATORY walk through. NO BIDS WILL BE ACCEPTED FROM SERVICE PROVIDERS WHO DO NOT COMPLETE THE MANDATORY SITE VISIT.

I. General Conditions:

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

1. Location of Sites

The location of the work is on property owned by The District and through negotiated services on right-of-ways.

2. Scope of Work

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Service Provider. This would include all pole rights and other right-of-way needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to The District, unless the weekend or holiday work due to a delay caused by The District. The Service Provider will be fully responsible for securing all required right-of-ways, construction permits and cross connects required to complete this project.

3. Protection in General

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

4. Change in Contract

The District will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Technology Coordinator before such work is begun.

5. Existing Conditions

The Service Provider, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions, which might affect this work. The location of the demarc shall be in the server closet or another location specified by The District technical personnel. No consideration will be given to any claims based on a lack of knowledge of existing conditions. To schedule a site visit, contact SHELLY HOLLIS at shelly.hollis@lafayetteschools.net

6. Insurance

Within ten (10) days after notification of award, The Service Provider shall furnish to the District a Certificate of Insurance showing compliance within the following limitations:

- a) The Service Provider agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.
- b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after The District has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."
- c) The Service Provider shall maintain other insurance (with the limits shown below) that shall protect The Service Provider and The District from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Service Provider

shall furnish the District with certificates and policies of such insurance as follows.

Below is a list of the insurance coverage that must be procured by The Service Provider at his own expense. The Service Provider agrees to follow instructions indicated in each case:

The District Protective Liability Insurance:

Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Service Provider's Public Liability Insurance:

Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

7. Workmanship

All work shall be performed in a professional manner. Personnel from The District may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed.

8. Warranty

The Service Provider shall furnish a written warranty that describes the services proposed under these specifications. It is understood that the Service Provider is not responsible for the warranty/function of existing equipment already installed at the schools. However, limited troubleshooting of existing equipment or cabling will be provided by the Service Provider free of charge to determine if the existing equipment or cabling can be reutilized. The Service Provider must also show proof that their employee(s) are certified to install the proposed cabling components and electronic equipment, as assurance that a warranty can be provided.

9. Financing:

The Service Provider will provide a binding contract to The District for submission to the Schools and Libraries Division. After notification of award

from the Schools and Libraries Division, The Service Provider will receive a Purchase Order for the products and services for which The Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon approval by USAC. Complete payment to the Service Provider will be subject to the rules of the Schools and Libraries Division (SLD). After notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the Contract, the contingency will be removed and the Purchase Order will be submitted to the Service Provider in accordance with the rules and regulations of the SLD.

10. Lease

In the case of leased equipment such as routers, contractual terms of the lease must be provided with The Service Provider's Bid. The term "lease" is used to refer to contractual arrangements whereby the ownership of the property remains with the Service Provider, as stipulated in the SLD Fact Sheet on Internet Services Connectivity, 2/24/98, page 1. The SLD has stated that it will not commit to discounts on a contract that is titled or described as a lease when in effect the terms of the agreement constitute a purchase. For example a lease, which includes up front payment of capital costs, will not be eligible for discounts.

11. Application for Payment

All applications (invoices) for payment shall be submitted to The District according to the USAC regulations. The Service Provider must submit a Service Provider Invoice for processing of the discounted portion of the bill.

12. Addenda

Any addenda issued after the issue of this RFP shall be delivered to all parties who complete or have completed the mandatory walkthrough within 24 hours of issuance or upon completion of the walkthrough.

If any questions arise within the RFP documents, the Service Provider may submit to the District, written request for interpretation. Any interpretation of documents will be made by addendum to the RFP. Copies of any addendum will be mailed or delivered to each that has completed the mandatory site visit. The District will not be responsible for any other explanation or interpretations. The District reserves the right to reject any or

all proposals and waive technicalities and informalities.

13. Proposal Submittal

In order to be eligible for submission of a proposal, the Service Provider must complete a site visit to all locations in the proposal. Any submissions submitted by a company that has not completed a site visit will be returned unopened.

Two copies of the proposal and two copies of the other required documentation must be sent in a sealed envelope clearly marked with the words "**2014-2016 INTERNET SERVICE**" to the address noted on page 2 of this document. All proposals will be opened at 11:30 on MARCH 3, 2014 at The District Central Office at 100 COMMODORE DRIVE, OXFORD, Mississippi.

Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve District purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

14. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless the Service Provider makes a request in writing to The District prior to the time set for the opening of submitted proposals. The District will accept no proposals after the deadline for submission of proposals

15. The Service Provider's Qualifications

The Service Provider must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Priority One Services. If The Service Provider fails to file the appropriate forms with the SLD or fails to receive an SLD Service Provider Number, The District is not responsible for the discounted portion of The Service Provider's bill. The Service Provider must generate an invoice for the USF portion of the bill in accordance with SLD regulations. The Service Provider is responsible for supplying SLD SPIN with the proposal.

The Service Provider must hold a General Contractors License in the State of Mississippi. A legible copy of the license must be attached and noted.

It is preferred that the Service Provider has been in business for at least 5 years. A legible copy of incorporation papers must be attached and noted. Service Providers must give examples of experience with installation of similar projects that have equal broadband connectivity. Service Provider must give examples and contact information for at least three such installations.

16. Stored Materials

Any materials stored on job site shall be the Service Provider's responsibility.

17. Specifications

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

18. Time of Completion

Work must be completed and operational by July 1, 2014 presuming the Service Provider is selected, contract signed and E-Rate forms are submitted by the district in a timely manner.

19. Accident Prevention

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property and hazardous conditions shall be guarded against or eliminated. The District or the building principal will determine what constitutes a hazardous condition on any campus and the Service Provider will be responsible for rectifying the issue to the satisfaction of The District.

20. Contract Form

Upon Contract award and a binding contract signed, the standard written Purchase Order form will be issued to the successful Service Provider. Issuance of the Purchase Order will be contingent upon USAC acceptance and funding of the project.

21. Indemnification

The Service Provider agrees to hold The District harmless and to indemnify

The District for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of The Service Provider or Subcontractor.

22. The Service Providers' Representative

The District reserves the right, with sole discretion, to refuse to allow any representative of The Service Provider to service the contract in any manner. In this event, The Service Provider shall furnish another representative that is acceptable to The District. Examples of reasons for refusing to allow a Service Provider representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Should the Service Provider use subcontractors for portions of the work, the District reserves the right to reject any subcontractor without explanations or recourse by The Service Provider or subcontractor.

23. The District Regulations

The Service Provider and his representatives shall follow all applicable school district regulations while on The District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Service Provider personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

24. Governing Law

All RFPs and related documents submitted to The District by the Service Provider are governed under the laws of the State of Mississippi.

25. Comprehensive List of References

All references should include: a contact person, dates of work, mailing address and telephone numbers.

References must include three (3) or more references of installations of similar size and complexity within the USA.

26. The District reserves the right to:

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the district
- d. Waive any formality in the proposal submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

27. Proposals

Proposals are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax. In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

28. Variation in Quantities and Configuration

The District reserves the right to modify quantity and configuration requirements. The Service Provider agrees to sell The District the revised quantity of items at the unit price stated in the proposal regardless of quantity changes.

29. Terms of Payment

The start of services for this project may not begin prior to July 1, 2014. The District will, if possible, issue an SLD Form 486 on the day services begin. For the duration of the contract, payments will be made on the Tuesday after the first meeting of The District Board of Education after the submission of invoices from the Service Provider.

30. Turnkey Solution

All proposals are to provide a turnkey solution for the complete installation of the Internet circuit to the specified drop point. This is to include all necessary hardware, electronic equipment, conduit, cabling and any other equipment or materials necessary for the proper installation.

31. Term of Contract and E-Rate Subsidies

Payment for The District's networking circuits is dependent on E-Rate subsidies. The district will file for the E-Rate subsidies throughout the term of the contract. In the event that the district E-Rate subsidies were to cease, the district will notify the Service Provider as to the date of the cessation and the District's will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the district will not be bound by the remainder of the contract.

II. Detailed Specifications

The specifications provided in this section are to provide broadband Internet access to the District's Internet POP located at 100 Commodore Drive, Oxford, Mississippi and a point-to-point presence from The Tech, located at 134 Highway 7 South, Oxford, Mississippi to the District's Internet POP located at 100 Commodore Drive, Oxford, Mississippi.

Any resulting contracts from this proposal must allow for the district to upgrade to a higher speed circuit at the proposed price within the term of the contract.

A. Internet Circuits

NOTE: The transport circuit to the providers Internet connection in the following section must be dedicated (not shared) high-speed bandwidth service.

- a. Bandwidth will range from 100 Mbps to 1000 Mbps as specified in the Bid Worksheets beginning on page 22 of this document. Specified bandwidth speeds must be both incoming and outgoing.
- b. The circuits required include access to the Internet and a dedicated transport circuit from the district hub at 100 Commodore Drive, Oxford, Mississippi to the service provider's Internet connection. The service provider must provide sufficient bandwidth in their Internet connection to sufficiently service the demand of all who share the circuit.
- c. Proposed circuit **MUST BE FIXED** not Burstable. A "burstable" circuit to the specified bandwidth is not acceptable and will not be considered. It may be burstable above the specified bandwidth but it must be continuous to the bandwidth specified.
- d. Price comparisons will include lower pricing during the summer for any service provider willing to allow the district to save money by reducing bandwidth during long school vacations and summer. When making the final evaluation, cost per month will be calculated on an average cost including the cost of the lower bandwidths for the months of June and July.
- e. The service provider will provide a copper RJ45 or SC fiber (SM or MM) connection to which I will attach my firewall or router.

- f. Preference will be given to service providers who can increase or decrease bandwidth with a week of our request. This feature represents a potential large savings for our taxpayers by allowing the District to hold down costs and fine tune bandwidth levels as demands increase or decrease. This ability will be factored at 30% in the Districts Evaluation Rubric.

B. Routers and Switches (Optional)

Service Providers may also propose a monthly lease price for either on premise routers or switches that will be owned and maintained by the Service Provider and that will be the property of the Service Provider at the end of the term of the contract. The buildings LAN will be connected to the device in such a way that removal of the device will have no effect on the internal operation of the LAN. The purpose of these devices will be for the Service Provider to segment the network rather than the district.

Service Provider will manage this equipment either remotely through the network or through a modem connection provided by The District. The District will require a 4 hour or less response time for repair or service of these devices. After 4 hours without service due to a faulty device, the district will reserve the right to prorate payment for the month to include services not delivered due to insufficient response by the Service Provider.

III. The District Responsibilities

1. Access for Installation

The District will, during the progress of the installation, allow the Service Provider and its employee's access to the premises and facilities at all reasonable hours or at such hours as The District representative and the Service Provider agree upon.

The District will provide access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide Service Provider access to these adjacent areas where and when required.

2. Heating/Cooling

Provide heat or cooling when required and general illumination in rooms where work is to be performed by The Service Provider.

3. Inspections

Promptly make inspections when notified by the Service Provider that the equipment or any part thereof, is ready for acceptance.

4. Electrical

The District will provide all electrical needs within the district buildings.

5. Delay in Work

It is understood that the Service Provider will not be held accountable for any delays caused by The District.

IV. SERVICE PROVIDER'S RESPONSIBILITIES

1. Provision

The Service Provider must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring the Service Provider both to furnish and/or install materials, unless specific provisioning/installation of the materials by The District is denoted.

2. Firewalls

Provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

3. Ceiling Tiles

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

4. Identification

The Service Provider will identify to the district any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

5. Permits

The Service Provider shall obtain all necessary county, municipal, and/or state work/building permits. This includes any permits that may be needed to gain the right of way for outside cabling.

6. Damage

The Service Provider will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Service Provider will promptly report to a representative of The District any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

7. Installation

Install the wire, cable, and/or associated hardware in accordance with the

manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined. All labeling shall correspond with the drawings provided in Item 15 below.

8. Test and Inspections

Conduct tests and inspections in the presence of an The District technical representative after installation has been completed in order that The District may be assured that the requirements for the installation are met.

9. Completion Notification

Promptly notify The District designated contact of completion of this proposed project.

10. Defects

The Service Provider will promptly correct all defects for which the Service Provider is responsible.

11. The District Contact

The Service Provider must coordinate all work with The District designated contact.

12. Cleanup

Upon completion of the work each day, the Service Provider must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

13. Subcontractors

The Service Providers may use subcontractors to perform work. However, all responsibilities rest with the Service Provider.

14. Testing

The Service Provider will provide The District with complete detailed test results. The test results must be delivered to The District before payment.

15. Warranty

This system is to be provided as an E-rate funded Telecommunication service and requires the Service Provider to provide complete maintenance and warranty the system in full.

16. Codes, Standards, and Ordinances

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable.

ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the *BICSI Telecommunications Distribution Methods Manual* shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation

17. Safety

The Service Provider shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Service Provider shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning "OSHA", and all applicable state labor laws, regulations, and standards. The Service Provider shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on The Customer because of The Service Provider, subcontractor, or supplier's failure to comply with the regulations stated herein.

18. Patents and Royalties

The Service Provider, without exception, shall indemnify and hold harmless The Customer and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The Customer. If The Service Provider or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

19. USAC Certifications

The Service Provider must be an approved USAC Service Provider with a current SPIN and SPAC. It will be the responsibility of the Service Provider to maintain all USAC certifications throughout the term of the contract.

20. Indemnification

The Service Provider shall indemnify and hold harmless The District, its agents and employees from or on account of any injuries or damages, received or sustained by

any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by The Customer, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Service Provider or its subcontractors, agents, servants, or employees. The Service Provider further agrees to indemnify and hold harmless The Customer, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, Oxford, or other applicable laws, bylaws, ordinances, or regulations by The Service Provider, its agents, associates, or employees.

The indemnification provided above shall obligate The Service Provider to defend at its own expense or to provide for such defense, at The Customer's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The Customer which may result from the operations and activities under this Contract whether the installation operations be performed by The Service Provider, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to The Service Provider shall obligate The Service Provider to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

Proposal Submission Form

Service Provider/Company Name	
Corporate Address	
Oxford/State/38655	
Service Provider Contact Name	
Service Provider Contact Phone #	
Service Provider Email Address	
E-Rate Service Provider Name	
E-Rate Service Provider ID (SPIN)	
Address of Mississippi Office	
Oxford/State/38655	
24hr Toll-Free Help Desk Number	

**FOR THE FOLLOWING WORK SHEETS, SERVICE PROVIDERS MUST
COMPLETE ALL OF THE VARIOUS OPTIONS.**

**All Submissions must contain two copies of the worksheet and
support documentation**

**WORKSHEET FOR INTERNET CONNECTION
3 Year Contract**

School Site	Bandwidth Required In Mbps	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
District	100				
The Tech	10				
TOTALS					

School Site	Bandwidth Required In Mbps	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
District	250				
The Tech	25				
TOTALS					

School Site	Bandwidth Required In Mbps	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
District	1000				
The Tech	100				
TOTALS					

_____ Minimum time required to change from one bandwidth level to the next after notification is received from the district.

_____ Maximum time required to change from one bandwidth level to the next after notification is received from the district.

**WORKSHEET FOR INTERNET CONNECTION
5 Year Contract**

School Site	Bandwidth Required In Mbps	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
District	100				
The Tech	10				
TOTALS					

School Site	Bandwidth Required In Mbps	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
District	250				
The Tech	25				
TOTALS					

School Site	Bandwidth Required In Mbps	E-Rate Eligible (One Time) Cost	E-Rate Ineligible (One Time) Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
District	1000				
The Tech	100				
TOTALS					

_____ Minimum time required to change from one bandwidth level to the next after notification is received from the district.

_____ Maximum time required to change from one bandwidth level to the next after notification is received from the district.

PRICING FOR SERVICE PROVIDER OWNED ON PREMISE ROUTERS or SWITCHES
(Bundled Package)

SECTION 22 Contract Term	Per Site Monthly Cost	TOTAL MONTHLY COST
3 Years		
5 Years		

Note: The District is gathering this information for the purpose of comparison of costs of leasing vs. purchase of this equipment. This will be considered ONLY as a part of a bundled package if advantageous and economical. It will be considered only if the Service Provider is the chosen Service Provider for the District’s circuits also.

Any Service Provider may choose to offer the bundled service or not. Evaluations will consider total costs to the district over time both with and without the bundled service for all circuit proposals.

MONTHLY PRICE FOR E-Rate Priority One Eligible Service Provider Provided Network Firewall _____

If a P1 Eligible Firewall is proposed, proposer must include the specifications.

_____ Check here if LAFAYETTE COUNTY SCHOOL DISTRICT will be allowed to reduce district bandwidth, to a lower bandwidth on the worksheet during the summer when usage is significantly lower in order to reduce the district’s overall annual cost. This will be a factor in the overall price comparison between proposals.

_____ Check here if the service provider will increase or decrease bandwidth to meet the bandwidth levels specified in the worksheet on the pages above within a week of receiving a written request from LAFAYETTE COUNTY SCHOOL DISTRICT.

The following Attachments are to be submitted with the worksheets above:

- *Copy of Mississippi Contractors License*
- *Description of Help Desk Procedures*
- *Description of Service Response Procedures*
- *Service Providers Disaster Recovery Plan*
- *Description or list of service locations that will provide service and support for the district installation and the number of technicians available for that support.*
- *3 References for similar installations as described in the specifications.*
- *Full Description of the Network Service to be provided (to include bandwidth, network performance specifications and all necessary installation and equipment) for the connections.*
- *Complete description of the Service Provider’s NOC, including times of operation.*
- *If proposed, specifications for Priority One Eligible Firewall.*

Service Providers should white list email from shelly.hollis@lafayetteschools.net to ensure updates to this bid request are received.

DISTRICT BUILDING INFORMATION

Name	Address	Oxford/State/38655
DISTRICT Superintendent’s Office (aka Central Office)	100 Commodore Drive	OXFORD, MS , 38655
The Tech	134 Highway 7 South,	Oxford, MS, 38655

Similar Project Examples and References

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Site Visit Form

(Contact information for changes/updates/clarifications)

Date _____

Service Provider Name _____

Contact Name _____

Address _____

Phone Number _____

Email Address _____

Check preferred method of contact: Email Phone