

# Request for Proposal: Leased Lit Fiber Transport

Proposal Due Date: **Friday December 14, 2018 at 1:00 P.M. EST.**

## Penn Manor School District

2950 Charlestown Road

Lancaster PA 17603

[www.pennmanor.net](http://www.pennmanor.net)

717.872.9500

## Overview

Penn Manor School District (PMSD) requests proposals for high-speed Wide Area Network (WAN) leased lit fiber transport services for the reliable and secure transmission of educational Internet data, voice, and video. PMSD requests managed fiber optic network services that will connect nine individual school sites via a private transport network.

Proposals will be for dedicated 1Gbps, or greater, full-duplex, scalable, Ethernet service connectivity from each of the PMSD school buildings. Individual pricing for each circuit must be provided, along with a total cost for all circuits, installation, and maintenance. Proposals should include options for 1Gbps, 10Gbps, and 40Gbps of service.

Network health reports detailing link bandwidth and utilization statistics will be provided to Penn Manor School District via web based monitoring tools or a similar service. Service level agreements (SLA) must be offered on all services. All circuits must support end-to-end QoS and at least 99.99% availability. The vendor must provide 24x7x365 network monitoring and address service credits and restoration plans for any outage lasting longer than 30 minutes.

Price quotes are requested for 36 months, 60 months, and 120 months terms of service as well as option for two, one-year contract extensions. Prices should be all inclusive for both special construction non-recurring costs (NRC) and all monthly recurring costs (MRC) required by the vendor to commence and maintain services. Billing for new services will begin on or after July 1, 2019.

## Service Details

1. The connection between the nine PMSD buildings shall be symmetrical and scalable from 1 Gbps to 100 Gbps, and consist of switched layer 2, full-duplex, 802.3 Ethernet service acting as an Ethernet transport for connections between PMSD school buildings.
2. The proposal must include all costs associated with bringing the circuit from outside the PMSD schools buildings to termination in the district designated MDF. Any conduit or trenching from the street to the MDF must include replacement of conduit, pavement, and returning any disturbed ground to its original condition as deemed by PMSD. Any new construction and the pathways used by the Service Provider within district grounds shall be pre-approved by PMSD prior to starting construction.
3. The Service Provider will provide at the Main Distribution Frame (MDF) at each school building, a single-mode fiber optic handoff for interconnection to PMSD equipment.
4. Service Provider shall include 24x7x365 monitoring of the network as part of the contract. Service Provider shall certify that they will meet and maintain the following minimum service level performance objectives on

each circuit: Network Availability of 99.99%; Frame/packet Loss .25% commitment; 3 ms Network Latency commitment; 4 ms Network Jitter Commitment. The service provider will not rate limit or throttle the capacity of the circuits at any time or for any reason.

5. The mean time to repair will be four hours maximum in the event of a service interruption due to component failure, and eight hours maximum in the event of fiber damage. Proposals must include details of service billing reimbursement and restoration plans for outages lasting longer than 30 minutes and/or service levels failing to meet service level objectives.

6. Service Provider agrees that PMSD reserves the right to close, or temporarily suspend a school site, or multiple sites, at their sole discretion, and upon that decision all ongoing monthly costs for those locations shall be removed from the total monthly costs for the network.

7. Service Provider agrees to provide network traffic reporting for both live real-time and historical data. Network health reports detailing link bandwidth and utilization statistics will be provided to PMSD via web-based monitoring tools or a similar service.

## **E-RATE Terms and Conditions**

1. The Service Provider must be able to offer E-Rate discounts for the proposed service. The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.

2. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential provider found to be in Red Light Status may be disqualified during the proposal review process.

3. NO billing can take place before July 1st of the associated funding year. The Service Provider may not commence billing until after products and services are delivered, tested, and deemed fully functional by PMSD. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does **not** intend to use the BEAR process (Form 472). Should PMSD, at the time of project implementation, decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intention.

4. Within one week of award, the awarded Service Provider will provide PMSD with a bill of materials suitable for the Form 471. Approval for any deviation from the Form 471 must be obtained from PMSD. Subsequent schedules of values and invoices for each site must match the Form 417 or subsequent service substitutions.

5. Respondents who include NRC construction charges in their proposal must agree to annual installation payments of the PMSD non-discounted share of special construction charges. Responses must include agreement or non-agreement of this request.

## **Submission Requirements**

1. Description of your online portal for account management, billing information, analysis, support requests, and service reports.

2. Completion of Proposal Price Form (See below).

3. Description and estimation of all build charges and fees, if applicable.

4. Your E-Rate Service Provider Identification Number (SPIN) must be included.
5. Implementation plan and timeline.
6. Network diagrams of the proposed fiber service.
7. Equipment specification for fiber handoffs at PMSD building MDFs.
8. Contact information for all services, include billing, orders, technical support, and E-Rate program concerns.
9. A sample contract.
10. A minimum of three references from U.S. K-12 educational institutions, preferably from Pennsylvania.
11. All proposals must be a turn-key solution, including all equipment, maintenance, and construction costs.

## Proposal Evaluation

PMSD may, at its option, conduct interviews and evaluations after receipt of the proposal. If this is necessary, the service provider will be contacted to arrange a time for an interview and product evaluation. PMSD reserves the right to hold negotiations in an attempt to clarify and qualify terms of any proposal, and to negotiate final contract terms with any service provider, regardless of whether such vendor was interviewed or submitted a best and final proposal.

PMSD reserves the right to reject any or all proposals and award a partial contract. Any proposal that does not meet the minimum requirements in this RFP will be excluded from evaluation. In accordance with E-Rate regulations, the price of E-Rate eligible services will be the most heavily-weighted factor for all decisions. The following rubric will be used for proposal evaluation:

Criteria	% Weight
E-rate eligible recurring and one-time costs	40
Ability to support RFP requirements	15
Proposal contract terms and conditions	15
Scalable technology (fiber optic) and upgradeable link speeds	10
Service reliability, support, and monitoring	10
Service provider E-rate experience and K-12 school references	10

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Please submit all proposal files via email to:

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 Penn Manor School District  
 2950 Charlestown Road  
 Lancaster PA 17603  
 717.872.9500 X2226  
 charlie@pennmanor.net  
<http://www.pennmanor.net/>

# Proposal Price Form Template

Penn Manor School District Building Name and Address	Monthly Charge 1Gbs	Monthly Charge 10Gbs	Monthly Charge 40Gbs	Monthly Charge 100Gbs	Non-Recurring Cost (NRC)
<b>Ann Letort Elementary School</b> 561 Letort Road Washington Boro, PA 17582					
<b>Central Manor Elementary School</b> 3717 Blue Rock Road Washington Boro, PA 17582					
<b>Conestoga Elementary School</b> 100 Hill Street Conestoga PA 17516					
<b>Eshleman Elementary School</b> 545 Leaman Avenue Millersville, PA 17551					
<b>Martic Elementary School</b> 266 Martic Heights Drive Holtwood, PA 17532					
<b>Pequea Elementary School</b> 802 Millwood Road Willow Street, PA 17584					
<b>Manor Middle School*</b> 2950 Charlestown Road Lancaster, PA 17603					
<b>Marticville Middle School</b> 356 Frogtown Road Pequea, PA 17565					
<b>Penn Manor High School</b> 100 East Cottage Ave. Millersville, PA 17551					

Please use a separate form, or spreadsheet tab, for multi-year pricing terms.

\*Manor Middle School is a campus site containing Hambright Elementary School (3000 Charlestown Road). The circuit will be installed in the Manor Middle School (2950 Charlestown Road) facility.