

## REQUEST FOR PROPOSALS (RFP)

### 1. Summary and Background

Buchanan Community Schools is currently accepting proposals to provide leased lit fiber with Internet for Internet access services to the District under E-rate Category 1. New services will begin on or before July 1, 2019 which also represents the expiration of the current services.

### 2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4:00 PM EST February 8, 2019.** Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal with the authority to enter into a binding legal agreement.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions except those expressly stated in this RFP will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Buchanan Community Schools and will include scope, budget, schedule, and other necessary items pertaining to the project.

### 3. Project Purpose

To provide Internet access services to each of four buildings within the District through a single PoP (Point of Presence) located in the Technology Center at the High School campus.

### 4. Project Scope

Every attempt has been made to provide as much detail as possible in this RFP, however it is understood that access to the site(s) may be required for accurate bids. Therefore, any needed site visits must be coordinated with the Director of Technology for Buchanan Community Schools. Visits may be scheduled during normal school hours of 7:30 AM EST to 4:00 PM EST Monday through Friday.

The scope of this project includes:

- Demarcation will be located at Buchanan High School Technology Center (current demarc)
- Minimum of 300Mbps synchronous Internet service for the demarc and minimum 100Mbps full duplex WAN connectivity from each of Buchanan Middle School, Moccasin Elementary and Ottawa Elementary back to the demarc
- Options for 600Mbps synchronous Internet service for the demarc and minimum 200Mbps full duplex WAN connectivity from each of Buchanan Middle School, Moccasin Elementary and Ottawa Elementary back to the demarc
- Options for 900Mbps and/or 1Gb synchronous Internet service for the demarc and minimum 300Mbps full duplex WAN connectivity from each of Buchanan Middle School, Moccasin Elementary and Ottawa Elementary back to the demarc

- In each service option provided, the demarc must be able to support the sum total of all bandwidth maximums for each WAN connection. Example: three buildings connecting up to 100Mbps would mean a required connection at the Buchanan High School must support 100Mbps x 3 buildings = 300Mbps.
- Service should come with a 99.99% uptime guarantee which includes a two (2) hour response time and four (4) hour service restoration commitment
- Service provides a minimum of 32 (30 usable) static IP addresses (27 bit subnet)
- There is no right of provider to limit or throttle the capacity of the service at any time for any reason

#### General Information:

- All proposals must be submitted with the understanding that implementation may be dependent upon:
  - E-rate funding approval
  - Existing budgetary requirements
  - District final approval
- Proposals must include itemization of ISP-owned equipment necessary for connectivity that will be placed within the district
- PoP for the District is Buchanan High School (401 W. Chicago St, Buchanan, MI 49107)
- There are three additional campuses:
  - Buchanan Middle School (610 W. Fourth St, Buchanan, MI 49107)
  - Moccasin Elementary School (410 Moccasin St, Buchanan, MI 49107)
  - Ottawa Elementary School (109 Ottawa St, Buchanan, MI 49107)

## 5. Timelines

1. This RFP will be posted publicly
2. Pre-Bid and site visits may be scheduled during December 2018 and January 2019
3. Proposals will be accepted until 4:00 PM EST February 8, 2019
4. A decision will be made by February 22, 2019
5. Proposal will be submitted to the appropriate District body for approval
6. The winning bidder will be contacted on February 22, 2019
7. Work on this project may begin immediately after being awarded, however anything that may cause disruption in service will not occur until after June 12th, 2019
8. The project must be completed and all bidder obligations satisfied by July 1, 2019

## 6. Budget

Proposals must include services equal to that of the minimum outlined in the scope. Proposals should also include each of the options requested in the scope and denote them in the final cost as either an upgrade cost or provide the new total. Contract terms must be provided for 12, 24, 36, 48 and 60 months. Payment to satisfy the contract should be outlined as monthly and annual payments. The total proposal cost will be the total and final amount paid to the winning bidder after completion of the contract. This total must include all costs associated with the scope of this project including labor costs, permits, parts, supplies and necessary miscellaneous materials. etc.

## 7. Bidder Qualifications

Bidders should meet the following qualifications to be considered:

- Have at least four years experience completing work similar to that within this RFP
- Be geographically located such that total travel time does not exceed two hours to and from the project site
- Legal to conduct business in Michigan
- Properly bonded and insured
- Properly licensed as required (if required)

## 8. Proposal Submission and Evaluation

### Submission

- If submitting by mail: Each bidder must submit four (4) copies of their proposal to the address below by the submission deadline.

- If submitting by email: Each bidder must package their proposal in a PDF and send it to the email address below by the submission deadline.
- Submission of a signed proposal in response to this RFP is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the District will be notified of any change in this status.
- The "Iran Economic Sanctions Act" (P.A. 517 of 2012) makes an Iran-linked business ineligible to submit a bid on an RFP with a public entity. School districts, community college districts, and intermediate school districts must require each entity submitting a bid on an RFP to certify it is not an Iran-linked business.

Submission Address:

Phillip Place  
 Buchanan Community Schools  
 401 West Chicago St  
 Tech Center  
 Buchanan, MI 49107

Submission Email:

Phillip Place  
 psplace@buchananschools.com

Submission Deadline:

4:00 PM EST February 8, 2018

Contact:

Phillip Place  
 Director of Technology  
 Email: psplace@buchananschools.com  
 Phone: 269-695-8452

Evaluation

Buchanan Community Schools will evaluate all proposals based on the following criteria.

- To ensure consideration, a proposal MUST include the following:
  - Your company's name and the name of the person representing the company
  - Contact information
  - Detailed reference to ALL the items listed in the Project Scope
- Overall proposal suitability or probability: The proposal must be feasible when examined by an industry professional and must be relevant to what is being requested.
- Previous Work: Whether through recommendation or previous experience with the District.
- Value and cost as required by E-rate
- Technical Expertise: Bidders may provide descriptions and/or documentation of their staff that will be working on the project.
- Failure to include any requested information through this RFP is grounds for disqualification



