

November 30, 2018

## **The King's Daughters' School**

412 West 9th Street  
Columbia, TN 38401

## **E-Rate RFP for ISP SLD**

Year 2019-2020

Entity Number: 42584

Applicant Form 470 Identifier: 190006682

## **Technology Department Contact**

Lynn Brown

931.388.3810

Lynn.Brown@tkds.org

## Overview

The King's Daughters' School (hereafter collectively referred to as TKDS) seeks Request for Proposal (RFP) for Internet Services Provider (ISP services) beginning July 1, 2019, and ending June 30, 2018., Proposals must state all recurring and non-recurring costs to TKDS associated with the proposed ISP service.

The objective of this RFP is to accomplish a fair, open, and competitive procurement. This RFP may be reviewed at the TKDS main office located at 412 West 9th Street, Columbia, TN. The RFP is accessible electronically at [www.TKDS.org](http://www.TKDS.org) under the Erate RFP link.

## Bidding

Sealed bids must be received in the office of the Technology Coordinator Lynn Brown at the TKDS main office located at 412 West 9th Street, Columbia, prior to 3:00pm on December 31, 2018. Bids will be publicly opened at 3:30pm on December 31, 2018, at the TKDS main office located at 412 West 9th Street, Columbia, TN 38401.

- Only written paper copies of proposals will be accepted; no proposals will be accepted by electronic means (i.e., fax, email).
- Applications from vendors without an e-rate SPIN will be disqualified.
- TKDS assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Late proposals will not be accepted.

Responding vendors may request clarifications regarding specifications outlined in this RFP. Clarifying questions will be answered directly. Any clarifying questions and associated answers will also be posted on the website at [www.TKDS.org](http://www.TKDS.org) under the Erate RFP link. Requests for clarifications can be directed to the TKDS Technology Department: Lynn Brown, KDS Technology Coordinator, 931.388.3810, [lynn.brown@tkds.org](mailto:lynn.brown@tkds.org).

## **Vendor E-Rate Compliance**

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

**Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)** The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program. The Vendor also shall provide the company's FCC Registration Number.

## **Service Provider Annual Certification Form**

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <http://www.universalservice.org/sl/> in the Forms section.

## **Cooperation with District's Preparation of E-rate Applications**

The Vendor must agree to provide information on a timely basis that the School requests in order for the school to timely apply for E-rate applications.

## **Separate Itemization of E-rate Eligible and Ineligible Products and Services**

The Vendor shall separately itemize the cost of E-rate eligible and ineligible products and separate installation costs, if any. To determine what items are eligible, visit the E-rate Eligible Services List at <http://www.universalservice.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx> or call the SLD at 888-203-8100.

## **Compliance with E-rate Contract Signing Rules**

The Vendor must acknowledge in its Proposal that the Vendor will make every effort to have any contract addendums that may arise from this RFP signed in accordance with the E-rate contract signing rules. Further, the Vendor must acknowledge in its Proposal that if the contract or addendum is signed outside of the e-rate contract signing window, the vendor will disclose to the School, before soliciting the District's execution of the contract, that the contract is not eligible for E-rate funding.

## **Non-Collusion Affidavit**

The Vendor shall execute an Affidavit of Non-Collusion in the form prescribed by the School to confirm that the Vendor is not in violation of the anti-bid rigging state law provisions of the state procurement law, or in violation of the Federal Communication Commission's Fifth Report and Order, as codified in 47 C.F.R.

## **Guarantee to Meet Service Start Date**

The Vendor must be prepared to provide service starting July 1, 2019. If Vendor does not meet this service start date, the Vendor must guarantee to cover the loss of E-rate finding for the total discount that would have otherwise been received from the current provider during the interim period until Vendor is able to provide service.

## Weighted Factors

The contract will be awarded based on best-value to TKDS as well as evaluation criteria set forth in this document. Weighted factors contributing to the award are included in the following breakdown:

<b>Factor:</b>	<b>Weighted Factor Breakdown:</b>
Cost of Services	85
Meeting Technical and Site Specifications	5
TKDS Vendor Familiarity	5
Vendor is Well-Established within TN	5
<b>TOTAL</b>	<b>100</b>

Points awarded for Cost of Services will not be subjective but will be based on a fixed formula. The formula for awarding points for the factor of cost will be:

*Lowest priced vendor = LPV*

*Each Responding vendor = RV*

***Each Vendor's Cost of Services points awarded =  $60 * LPV / RV$***

Therefore, the lowest priced vendor will be awarded 60 points for the Cost of Services factor. All other vendors will be awarded points based on their proximity in price to the lowest priced vendor. Example: A vendor with a bid twice as expensive as the lowest priced vendor will mathematically receive 30 points.

The judges will weigh all factors other than Cost of Services on a five point scale, up to the maximum points available in each weighted factor. Example: for "Meeting Technical and Site Specifications", judges will award either: 0, 5, 10 or the maximum 15 points.

## Specifications for Internet Service Provider for The King's Daughters' School

The Kings' Daughters' School (TKDS) reserves the right to reject any and all bids and to waive any informalities in proposals received. Although these specifications are intended to be complete, some questions may arise. If further clarification is necessary, questions can be directed to Lynn Brown, Technology Coordinator, at 931.388.3810, lynn.brown@tkds.org. Consummation of this RFP process is not contingent upon TKDS being awarded E-rate funding.

### 1. Specifications:

- a) ISP shall provide no less than 100mbps up to 1gig of business class internet service..
- b) We are looking for 3 separate bids.
  - a. The first is for fiber optic service.
  - b. The second is for lit fiber service to our building across the street at 409 West 9th Street, Columbia, TN.
  - c. The third bid is for lit fiber service to our building at 900 Trotwood Ave, Columbia, TN.
- c) ISP shall provide bandwidth 24 hours per day, 365 days per year.
- d) ISP shall maintain network monitoring capability and notification to TKDS at the point of any disruption of service.
- e) ISP shall provide web-based bandwidth utilization reporting.
- f) ISP shall provide a single Static IP address.
- g) ISP shall install all services and equipment included in proposal.
- h) ISP shall guarantee quality of service – minimum uptime 99% per month with minimum of 4 hours response and resolution to problems, with documented discounts given for outages exceeding 4 hours. TKDS to allow for brief pre-arranged outages during off-hours for vendor maintenance.

### 2. Additional Information Required:

- a) ISP's Service Level Agreement.
- b) ISP's policy on bursting bandwidth utilization.
- c) ISP's E-rate SPIN number.
- d) Proof that ISP's E-rate a
- e) nnuual SPAC has been submitted.
- f) ISP's written statements to comply with all Vendor E-rate Compliance as previously stipulated.

### 3. Pricing:

- a) Pricing may be "tiered" for levels of service (e.g. price per mb of bandwidth between 100-200 mbps, different price per mbps of bandwidth between 201-300 mbps, etc.).
- b) Pricing shall show monthly recurring costs and one time installation costs.