

PUTNAM CITY SCHOOLS

Information Technology Services

5401 NW 40th

Oklahoma City, OK 73122

Request for Proposals

for

WAN CONNECTIVITY

Date of release

October 1, 2019

Due Date

November 10, 2019

12:00 p.m.

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PREFACE

This request for quotations (RFQ) is issued in accordance with the Universal Service Fund (USF) E-Rate process legislated by the Telecommunications Act of 1996. As documented in USF form 470 posted on the Universal Service administrative Co. (USAC) Schools and Libraries Division (SLD) website on October 1, 2019.

Technical contact for this project:

Jared Juel, Director
Technical Services
Office: 405-470-3993 ext. 1700
Email: jjuel@putnamcityschools.org

District contact for this project:

Cory Boggs, Executive Director
Information Technology Services
Office phone: 405-495-5200 ext. 1296
Email: cboggs@putnamcityschools.org

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1.0 PURPOSE

1.1 Putnam City Schools, also abbreviated as PCS for brevity, is requesting proposals from qualified vendors to provide telecom services for WAN connectivity to the district.

In using this method for solicitation, we are requesting your effort in seeking the best value for our requirements. To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to meet all specifications and guidelines set forth herein. Putnam City Schools, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Putnam City Schools.

2.0 DISTRICT INFORMATION

2.1 Putnam City Schools has an active enrollment of ~20,000 students, attending a total of 27 schools: 18 elementary (K-5), 5 middle schools (6-8); 3 high schools (9-12); and 1 alternative high school. Putnam City Schools covers a large geographical area and is represented within the boundaries of Oklahoma City, Bethany, and Warr Acres.

PC Center is the network hub of the district. Connectivity among sites is via Transparent LAN.

Putnam City Schools currently has a dedicated 10Gb connection to the Internet at the district data center located at PC Center provided by OneNet.

2.2 See EXHIBIT A for anticipated WAN services by site.

3.0 SCOPE OF WORK

The Putnam City Public School District is seeking a vendor to provide Transparent LAN service for the district's Wide Area Network. It is the intent of Putnam City to evaluate cost-effective solutions based on features, functionality, implementation difficulty, but primarily, price. Price includes all required equipment for operation.

The district seeks to lease Transparent LAN circuits to deliver district services such as VOIP, file sharing, and Internet protocols.

Quotes may be considered for capacities up to 20Gb. All equipment and services must be installed, tested, and fully functional within the parameters set for by this RPP at all sites by June 15, 2020. Failure to do so will result in an immediate loss of contract.

This is a complete turnkey project.

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4.0 GENERAL INFORMATION:

4.1 Technical questions may be directed to Jared Juel, Director of Technical Services at jjuel@putnamcityschools.org.

4.2 Questions or requests for clarification should be directed to Cory Boggs, Executive Director of Information Technology Services at cboggs@putnamcityschools.org

4.3 For the purpose of this proposal, the pricing sheet, Appendix A, must be completed in its entirety for all bidders. All new vendors must complete the "New Vendor Section" of the RFP. Please itemize/breakdown the costs of all E-Rate eligible products and/or services from all non-E-Rate eligible products and /or services.

4.4 Vendor's monthly bill must itemize all charges for individually identifiable components of the proposed services, materials and support communication system, including all associated installation, programming, and cabling, if applicable. Include charges for all components required to connect all applications, all design charges, telecommunications interface charges, technology security, and training charges, again if such charges are applicable. Any ambiguous and/or undisclosed add-on charges found on the district's invoice(s) will be deemed as billing errors and removed from the invoice(s) prior to payment.

4.5 It is anticipated that some or all of the district's costs under this Agreement shall be eligible for the "E-Rate" discount under the Federal Communications Commission (FCC) Universal Service Provision (FCC 97-157). Vendor's invoices will itemize/breakdown the costs of all E-Rate eligible products and/or services from all non-E-Rate eligible products and /or services.

4.6 PCS is under no obligation to purchase goods or services totaling the amount proposed in your response; Vendor will only be paid for services rendered. If E-Rate funds are not approved or if partial funding is committed, Putnam City Schools reserves the right to adjust project scope or services accordingly.

4.7 Payment may be made for a single line item or partial service when the item or service has been satisfactorily delivered or within thirty (30) days after the date of delivery and the receipt of a satisfactory invoice.

4.8 This Agreement states the total obligation of PCS to the vendor for compensation for the services to be performed hereunder. PCS shall pay vendor in accordance with the proposal made by the vendor and accepted by PCS. PCS shall pay vendor for the satisfactory performance of the work solicited, approved and accepted under this Agreement. Vendor acknowledges and agrees that this is a nonexclusive requirements type contract and PCS will utilize vendor's services on an as needed basis and as such PCS will only be responsible for payment for services requested that are satisfactorily performed and meet PCS's required specifications. Vendor further acknowledges and agrees that the value of this contract shall not exceed their proposed amount; however, PCS is under no obligation to solicit work totaling this amount and Vendor will only be paid for services rendered.

4.9 Putnam City Schools expects all vendors to comply with security standards and remain diligent in regards to safeguarding data and access to the network.

4.10 Vendor must be a participant and be able to file for OUSF (Oklahoma Universal Service Fund).

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5.0 TECHNICAL REQUIREMENTS

- 5.1 Vendor must have 24/7 local support available.
- 5.2 The circuits must be at a minimum latency of 10 milliseconds or less, averaged on a monthly basis.
- 5.3 The Transparent LAN must be configured in a fully meshed duplex fiber ring architecture for redundancy with no point-to-point or hub and spoke configurations.
- 5.4 Demarcation will be existing network closets located in each building.
- 5.5 All equipment must be on a vendor supplied and serviced battery backup.

6.0 E-RATE PROGRAM INFORMATION AND REQUIREMENTS

6.1 To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-Rate”) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, “Universal Service”). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (“USF”) subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

USF Knowledge

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-Rate”).

USF Registration

Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).

USF Participation

Vendor shall agree to participate in the E-Rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-Rate Program to ensure that the District receives all of the E-Rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.

Lowest Corresponding Price

The Lowest Corresponding Price Rule (“LCP Rule”), 47 CFR § 54.511 (b), prohibits Vendor from ever charging the District more for E-Rate eligible goods or services than it charges similarly situated non-residential customers for similar goods or services, unless it can prove that the lowest corresponding price (“LCP”) is not “compensatory.”

- The District is not obligated to ask for the LCP; it must receive it.
- If, at the time of delivery, the LCP is lower than the agreed-upon price, Vendor must charge the LCP.
- Promotional rates that Vendor offers for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.
- There is a rebuttable presumption that rates offered within the previous three years are still compensatory.

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- Vendor may not avoid the LCP Rule by arguing that none of its non-residential customers are identically situated to the District or that none of its contracts cover goods or services identical to those sought by the District.
- The FCC will permit Vendor to charge the District more than the LCP only when it can prove to the agency that the LCP is not “compensatory” – i.e., that it will face demonstrably and significantly higher costs to provide its goods and/or services to the District than it would to provide similar goods and/or services to similarly situated non-residential customers. Some factors that could affect the cost of service are volume, mileage from facility, and length of contract.

USF Documentation

Vendor shall provide to District staff and/or the District’s E-Rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-Rate applications and/or to document transactions eligible for E- rate support.

Invoicing Procedures

Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-Rate funding. Vendor must include the following information on all invoices to the District for E-Rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (“FRN”)
- Vendor’s signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches District’s contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor-generated form
- District’s Billed Entity Number
- District’s Federal Communications Commission Registration Number
- Proper E-Rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

6.2 USF Discounted Invoicing and Reimbursement Processes

Vendor shall, at the District’s request, either (a) invoice the District only for the non-discounted amounts due on E-Rate-approved transactions and simultaneously invoice the Universal Service Administrative Company (“USAC”) for the balance [Discounted Invoice Process] or (b) invoice the District in full for eligible products and services [Reimbursement or “BEAR” Process].

Discounted Invoice Process

•Invoicing

Within fourteen (14) days from the date that Vendor delivers to the District, E-Rate approved materials or services, when delivery of such services triggers a payment obligation under Vendor’s contract with the District, Vendor must invoice the District for its share of the pre-discount cost of those materials or services.

• Timely Filing

Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no

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recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing.

- **Invoice Rejection**

Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

- **District Approval**

Vendor shall submit to the District for its review and approval before submitting it to USAC for payment, a copy of every invoice that Vendor intends to submit for services that it has provided or, in appropriate circumstances, will be providing to the District. The District shall not unreasonably delay or withhold approval of Vendor's USAC invoices. As Vendor is solely responsible for timely filing invoices with USAC, it understands that it must submit invoices to the District sufficiently in advance of any USAC filing deadline to ensure that there will be adequate time remaining for it to meet the USAC filing deadline after the District has had a reasonable opportunity to review and approve them.

Reimbursement Process

- **Service Provider Annual Certification**

Vendor understands that the District's ability to file a FCC Form 472 to start the BEAR process is dependent upon the Vendor filing a FCC Form 473, Service Provider Annual Certification form for the relevant funding year. Moreover, Vendor understands and agrees that its failure to file the Form 473 in a timely manner will adversely affect the District's operations and may prohibit the District from being able to receive reimbursement monies that it is entitled to receive. If the District is unable to receive reimbursement money due to the lack of a Form 473 from the Vendor, the Vendor will be liable to the District for any monies that the District was unable to collect from the USF program due to the Vendors lack of a Form 473.

Delayed USF Funding Commitment

Vendor understands that, due to circumstances beyond the District's control, the District may not receive an E-Rate funding commitment by the beginning of the E-Rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

- **Retroactive Invoicing**

When E-Rate funding is approved, Vendor shall invoice USAC for the discounted amount the District is owed retroactive to July 1st of the funding year or to whenever approved service to the District began, whichever date is later.

- **USF Audit and Document Retention Requirement**

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to the District. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by the District. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing the District the same right to inspect and audit those records as set forth herein.

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In addition to the foregoing, Vendor will create, implement and enforce an internal E-Rate audit process that ensures that Vendor complies with all E-Rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges
- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's 470 and 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- Where applicable, non-recurring services should be provided prior to September 30th and recurring services provided prior to June 30th of the relevant E-Rate funding year
- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to the District, was actually provided to the District and when
- If E-Rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-Rate eligible amounts and reconciliation of that total to the total amount billed.
- If E-Rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471
- Documenting that E-Rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining fixed asset list of E-Rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format.

6.3 Contract Term Modification

The District will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-Rate "program year" or an extended service end date for an E-Rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission ("FCC") and/or the Universal Service Administrative Company ("USAC").

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7.0 EQUIPMENT REQUIREMENTS

7.1 Necessary equipment for delivered service installed by the service provider must be labeled with Vendor Company Name, Date of Installation, and Installation Location.

7.2 Once installed at a school site, no equipment can be transferred to another location without first notifying PCS Technical Services Department. Any equipment moved from its initial installation site without the express permission of PCS may be returned to its original location at the expense of the service provider. Equipment moves or transfers related to maintenance services must be properly recorded and new equipment installed to replace malfunctioning equipment should be labeled accordingly.

7.3 Vendor equipment used to fulfill requested services should be new or less than 3 years of age with a minimum 10 Gigabit interface. Exceptions must be provided in written form with district-approved justification for each site not meeting requirement.

7.4 Critical networking equipment provided by vendor shall be coupled with a battery backup device provided by the vendor and tested periodically. Batteries should be replaced on a normal operating interval.

8.0 SUBMISSION REQUIREMENTS

8.1 Submit one PDF of your entire proposal package. Send the PDF response to cboggs@putnamcityschools.org before the designated due date and time.

8.2 If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential and proprietary. All aspects of the proposal may be shared with USAC or the Oklahoma Corporation Commission without notice.

8.3 Proposals shall be submitted via email with the subject line: *2019 WAN RFP Response*.

8.4 No telephone or facsimile offers will be accepted.

8.5 Proposals shall not be withdrawn after they are delivered to PCS, unless vendor makes a request in writing to the Executive Director of Information Technology Services prior to time set for receiving proposals, or unless the Executive Director of Information Technology Services fails to accept or reject the proposals within sixty (60) days after the date fixed for receiving said proposals.

8.6 Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Executive Director of Information Technology Services. Putnam City Schools shall not be liable for any costs associated or incurred by vendor in conjunction with preparation of documents.

8.7 By submitting a response, the vendor certifies: "that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards." It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of PCS shall be abided and that the person signing this proposal is authorized to bid for the vendor.

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8.8 Vendor shall submit with proposal the “Vendor Information” form. Failure to provide all information requested in complete and accurate detail may result in rejection of the proposal. If further information is required to provide responsibility such as providing copies of licenses, certificates, permits, etc., the vendor will be notified, in writing and given seven (7) days from notification to comply.

8.9 Vendor shall read and complete all applicable forms and submit with their proposal.

8.10 Vendor shall provide with proposal a copy of their current business license if required by the district.

8.11 Vendor shall submit the information requested in section “9.0 New Vendors” with their proposal. Each section must be titled as listed below.

Vendors of the currently awarded contract for this service may only complete the Appendix B pricing section.

9.0 NEW VENDORS

All new vendors to the district must complete this entire section. Failure to do so may disqualify the entire bid.

Business Qualifications (Response Section)

A. If a new vendor to the district, please provide a brief history of the company and organization with specific attention given to the appropriate divisions and subsidiaries responsible for services requested. The background history should include:

- Year founded
- Public or private enterprise
- Years involved in providing the requested service
- Total number of employees
- Total number of employees available in the Oklahoma City metro area to provide services for this account
- E-Rate SPIN (Service Provider Identification Number)

Note: If the Vendor is a joint venture, or partnership; or, if the firm will have significant participation by a subcontractor – significant defined as 25% or more of the project revenues and/or responsibilities – then the information in A should be provided for each of the participating entities.

Relevant and Quality Experience (Response Section)

A. If a new vendor to the district, provide three (3) to five (5) references from K-12 urban school districts or business of a similar nature, (type of facility and size) for which your company is currently or previously (within last 3 years) providing services similar to the specifications of this solicitation. Provide the following information for each reference:

- Name and address of organization
- Name and title of primary contact with telephone number, fax number and e-mail address
- Description of the services provided including dates and scope of work for the job, including planning/budget/scheduled activities, and outside talents used. Outline the documentation, project tracking, and work product delivery methodologies used and which proved to be successful.

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- Also for each reference, provide information on an alternate contact person that has first-hand knowledge of the work you have done or are doing.

B. Proposed System (if different from existing)

Provide a detailed description of the proposed system. Include diagrams with equipment, specifications, and failover design.

C. Assurance Statement

New vendor to the district must provide a statement affirming and assuring that the prospective vendor's staff, network, and overall business practices will meet/exceed each of PCS's requirements. All prospective vendors responding to this proposal are required to demonstrate their networks reliability and dependability. All prospective vendors must clearly demonstrate their ability to handle the day-to-day business needs necessary to successfully manage an account the size of PCS; identify the specific account team (members, titles, roles) that will be assigned to PCS; provide detailed procedures for initiating account inquiries changes, and escalations.

D. E-Rate and OUSF Knowledge and Experience

Please provide a brief statement about how much experience the Vendor has had working with the Schools and Libraries Division and the Oklahoma Corporation Commission. Please designate how many staff members have received E-Rate training and the source of that training. Please describe how you plan to stay in compliance with all E-Rate Program rules and regulations.

E. Maintenance and Technical Support

The selected vendor will provide on-site basic and routine preventative maintenance functions including, but not limited to, adjustments, alignment, and replacements to equipment as requested and necessary to keep equipment in good working order. The selected vendor must provide 24 hours by 7 days-a-week on-site repair and technical support plan. The maintenance plan must also include a telephone number to the selected vendor's repair and technical support department. Any request(s) must be identified with a unique tracking identifier number (TIN) for records purposes. In cases requiring an on-site visit, the TIN must include an estimated-time-of-arrival (ETA) for the technician and be updated with an estimated-time-of-repair (ETR).

If the basic maintenance you provide is outside the scope of this quotation, it may be considered as a non-E-Rate Eligible service. Please itemize the costs of your maintenance service along with any/all other non-E-Rate eligible charges. In addition, please describe what billing system controls you currently have in place, which will make sure that the district's invoices are itemized between E-Rate eligible and non-E-Rate eligible charges.

F. WAN Services

- 1) Vendor will describe speed of connections involved in dedicated Transparent LAN connection.
- 2) Vendor will be able to provide access to web-based site detailing real-time usage for the WAN.
- 3) Identify and detail all charges, deemed the responsibility of PCS, associated with the transfer of all Transparent LAN services to the proposed vendor.
- 4) Identify maintenance procedures on Transparent LAN circuits. Define the process for reporting service problems on a 24-hour x 7-day basis. Define whether maintenance is provided on a 24-hour x 7-day basis. The selected vendor will provide on-site basic and routine preventative maintenance functions

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- necessary to keep the copper wiring in good working order, for providing dial tone to telephony devices.
- 5) Proposers will provide information schedules for installation, activation, and transitioning of all circuits. List by site the timeframes required to complete the activation or transitioning.
 - 6) Detail transition plan from an existing provider to your proposed solution.
 - 7) Vendor will work with PCS technical staff to configure port and network settings to make as seamless a transition as possible. All cabling and equipment required should be included in pricing.
 - 8) Vendor will provide termination to district MDF at all sites.

G. Proposed System.

If a new vendor to the district, provide a detailed description of the proposed system. Include diagrams with equipment and failover design.

H. Training and Implementation

If requested, the selected vendor will need to provide training to all designated members of the PCS staff on all electronic management software set-up/configuration, installation, basic troubleshooting, and accompanying equipment if necessary. This training shall cover billing, customer service records, vendor processes, and service orders. Training can be conducted through a variety of means: web-based, on-site, and/or written materials. However, it should occur as soon as possible after commencement of services and should occur as often as needed to ensure that district's services and equipment are operating at an optimal level. An overview of how the prospective vendor proposes to provide the training to the PCS technical staff shall be provided with the bid submission.

I. Service Expectations

Service Level Class	Qualifying Attributes For Class	Call Back Time	Time Allowed to Provide Telephone Support	Time to Be Onsite If Unresolved by Phone	Max Time For Resolution
I Critical	Extremely rare event that has a crippling impact on the operations of a school or building within the PCS environment.	30 min of arrival in main queue	45 min	1 hour after phone call	Beginning of next business day
II Major	An incident that affects multiple end users, departments, and/or classrooms that has the potential to have a major effect on instruction or business operations. The incident presents no alternate method for accomplishing tasks.	1 Hour	1 Hour	3 hours after phone call	24 hours
III Minor	An incident that has a low impact on the instructional and operational environment. Typically, involves one end user and has little or no business impact.	8 hour	16 Hours	24 hours after phone call	48 hours

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9.0 EVALUATION

9.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

9.2 An evaluation committee will evaluate each proposal. PCS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by PCS.

9.3 Proposals that do not have pricing evaluated will not be considered for award.

9.4 Price Evaluation Formula:
Criteria to be evaluated on a 100-point scale.

9.5 Proposals will be evaluated on the following:

- Cost 40%
- Technical Capabilities 20%
- Business Qualifications 20%
- Relevant and quality experience 20%

9.6 E-Rate program rules require that the cost of E-Rate eligible goods and services be given the highest weighting in the vendor selection process. PCS will not consider the cost of ineligible products or services as it compares price proposals.

9.7 The selected vendor will be contacted via email or phone after approval of the Board of Education.

10.0 AWARD

10.1 Please be advised that it is the policy of Putnam City Schools that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender or ethnicity of the vendor.

10.2 This contract shall be for one (1) base year with four (4) one-year available options to renew at the sole discretion of the Putnam City Schools Board of Education. The contract will be conditional upon the Vendor's ability to comply with requirements set forth in the solicitation documents.

10.3 Vendor shall not begin work without a purchase order issued by the Putnam City Schools Information Technology Services Department.

10.4 Itemized invoice must be submitted to:

Putnam City Schools Information Technology Department,
ATTN: Cory Boggs
5401 NW 40th Street
Oklahoma City, OK 73122

Invoices should include the PCS purchase order number and the ship-to location where the goods and/or services were delivered. Invoices that do not include this information will be returned to the vendor. Separate invoices are required for each purchase order.

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EXHIBIT A

ESTIMATED NEEDS FOR 2020-2021 SCHOOL YEAR

The District may add or remove sites, and addresses could change over the course of the contract term.

Putnam City Center	5604 N W 41 th , OKC	10 Gb
Apollo Elementary	1901 N Peniel, Bethany	1 Gb
Arbor Grove Elementary	4711 N. Tulsa, OKC	1 Gb
Capps Middle	6400 NW 63rd Street, Warr Acres	1 Gb
Coronado Heights Elementary	5911 N. Sapulpa, OKC	1 Gb
Cooper Middle	8001 Riverbend Blvd., OKC	1 Gb
Downs Elementary	7501 W Hefner, OKC	1 Gb
Harvest Hills Elementary	8201 N W 104 th , OKC	1 Gb
Hefner Middle School	8400 N MacArthur, OKC	1 Gb
Hilldale Elementary	4801 N W 16, OKC	1 Gb
Kirkland Elementary	6020 N Independence, OKC	1 Gb
Lake Park Elementary	8221 N W 30 th , Bethany	1 Gb
Mayfield Middle	1600 N Purdue, OKC	1 Gb
Northridge Elementary	8501 N W 82 nd , OKC	1 Gb
Overholser Elementary	7900 NW 36 th , Bethany	1 Gb
PC High	5300 N W 50 th , OKC	2 Gb
PC West	8500 N W 23 rd . OKC	2 Gb
PC North	11800 N Rockwell, OKC	2 Gb
Rollingwood Elementary	6301 N Ann Arbor, OKC	1 Gb
Transportation	7111 N W 42 nd , Bethany	100 Mb
Tulakes Elementary	6600 N Galaxie, OKC	1 Gb
Western Oaks Middle	7200 N W 23 rd , Bethany	1 Gb
Wiley Post Elementary	6920 Britton Road, OKC	1 Gb
Will Rogers Elementary	8201 N W 122 nd , OKC	1 Gb
Windsor Hills Elementary	2909 N Ann Arbor, OKC	1 Gb

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BID SUBMISSION FORM

As needs change and pricing varies upon availability, Putnam City is requesting bids for the capacities below. Vendors are encouraged to bid upon those they have available. This page must be included with your proposal.

Item	Product or Service Description	Per Unit Cost		Comments
		One-time (Installation, activation)	Pricing Recurring (Monthly)	
1	Maintenance or associated hardware costs			
2	Cost to Add, Move or Changes for each service			Service order, installation or one-time charge
4	Transparent LAN Circuit - 20Gb			
3	Transparent LAN Circuit - 10Gb			
4	Transparent LAN Circuit - 5Gb			
5	Transparent LAN Circuit - 3Gb			
6	Transparent LAN Circuit - 2Gb			
7	Transparent LAN Circuit - 1Gb			
8	Transparent LAN Circuit - 500Mb			
9	Transparent LAN Circuit - 100Mb			
10	Other billable charges			
11	Estimated FCC charges			
12	Estimated non-eligible charges			

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VENDOR INFORMATION FORM

RFP Name: WAN Services

This form must be completed and returned with your bid.

1. Company Name: _____

2. Street Address: _____

3. City, State, Zip Code: _____

4. Primary Contact: _____

5. Telephone: () _____ Fax: () _____

6. E-mail: _____

7. Company web site: _____

8. State tax identification number and state issued from: _____

9. State of Incorporation: _____

10. Have any conditions or restrictions been placed by the company on this proposal that would declare it non-responsive? Yes No

11. Are you prepared to provide proof of insurance as required? Yes No

12. Has your company ever been debarred from doing business with any federal, state or local agency? If yes, please provide details including agency name, date and reason for debarment. Yes No

13. Has your company ever defaulted on a contract or been denied a bid due to non-responsibility to perform? If yes, please provide details. Yes No

PUTNAM CITY SCHOOLS
Information Technology Services, 2019