

**E-RATE Year 23 (2020-2021)**

**REQUEST FOR PROPOSAL**

**RFP #2020-01**

**470# 200009062**

**St. Andrew's-Sewanee School**

**290 Quintard Road**

**Sewanee, TN 37375**

**Network Plant Refresh – Traditional Fiber**

<b>PROCUREMENT TIMELINE</b>	
<b>RFP ISSUED:</b>	<b>12/20/2019</b>
<b>REQUIRED SITE WALK THROUGH:</b>	<b>1/8/2020</b>
<b>REQUESTS FOR INFORMATION DEADLINE</b>	<b>1/15/2020</b>
<b>PROPOSALS DEADLINE:</b>	<b>2/13/2020</b>
<b>PROJECT START DATE:</b>	<b>7/1/2020</b>
<b>PROJECT END DATE:</b>	<b>6-30-2021 +USAC APPROVED EXTENSIONS</b>



# Request for Proposal: #2020-01

## St. Andrew's-Sewanee School – Network Plant Refresh (Fiber Build Out)

Low Voltage/Data Cabling Package

### Introduction

Enable Technology Group has been engaged to provide CIO services to St. Andrew's-Sewanee School related to Information Technology Infrastructure. We are currently preparing for installation of new network infrastructure at their Sewanee, TN campus. In our role as CIO, we are providing project and vendor management for the fiber plant upgrades and managing the RFP process.

The current fiber infrastructure is of varying age and condition. In addition to addressing reliability and performance concerns, this project adapts the location of the fiber pathways to conform with a recently completed master plan for the campus. This RFP is intended to replace the entire fiber plant and relocate the MDF to a more permanent building.

- This RFP is a request for a formal proposal, with a desire to install in the summer of 2020.

### Overview

The attached campus map(s) can be used to understand the current cable pathways. If pathways are reusable without disrupting current connectivity, that is an acceptable solution. We are approaching this project with the expectation that most, if not all, pathways will be completely replaced.

This RFP is part of a two-option bid request which includes RFP #2020-02 and accompanying FCC Form 470# 200009680. Bidders are allowed to respond to both requests, but only one bid will be chosen to complete this project. Bidders must follow the submission instructions within each RFP in order to be considered.



## Scope and System Requirements

Following is a description of the work to be performed in this RFP. This document is intended to provide an overall description of the required work but it is the responsibility of the bidder to provide a complete solution and a detailed scope of their work describing their proposed solution.

### **Campus Wide Fiber Backbone**

Bidders will be expected to provide and install a campus wide OSP single mode fiber optic backbone that connects all of the buildings listed below. All pathways will be underground and we expect the bidder to provide and install all pathway, including all materials and labor. A general description of the scope is as follows.

The head end building is building 1, Simmonds (The Academic Building), with Room 8 serving as the MDF. Following is the list of buildings, required strand count, and estimated distances to each. It is acceptable to connect Faculty residence buildings to the nearest school building. The remaining buildings should be homerun fiber connections, with the below exceptions:

- Building 19 (Mayfield), which will originate in building 18 (Woods House).
- Building 9 (Cottage), which will originate in building 10 (McCrorry Hall)
- Building 5 (Ayres), which will originate in building 15 (St. Mary's)
- Building 4 (Martin) which will originate in building 15 (St. Mary's)
- Building 3 (Fr. Flye) which will originate in building 15 (St. Mary's)

Building Number	Destination Building Name	Minimum# Strands	Distance (in feet)	Origination	Terminations
1	Simmonds (MDF)	210	0		New Rack
1	Simmonds (IDF)	6	30	MDF	Existing Rack, New LIU
1	Simmonds (IDF2)	6	<500	MDF	Existing Rack, new LIU
2	Wade	12	350	MDF	Existing Rack LIU
3	Fr. Flye	6	800	St. Mary (15)	New, Surface Mount
4	Martin	6	600	St. Mary (15)	New, Surface Mount
5	Ayres	6	400	St. Mary (15)	New, Surface Mount
6	Harvey	12	1350	MDF	New, Rack Mount
7	Langford	12	100	MDF	Existing Rack LIU
8	Chapel	No new fiber installed in this project.			
9	Cottage	6	900	McCrorry (10)	New, Surface Mount
10	McCrorry	12	1300	MDF	New, Surface Mount
11	Gym	12	1700	MDF	New, Rack Mount
12	Juliet Theater	12	1250	MDF	New, Surface Mount
13	Colmore	12	1450	MDF	New, Rack Mount
14	Card	12	1350	MDF	New, Rack Mount
15	St. Mary's	24	800	MDF	New, Rack Mount
16	Student Union	12	850	MDF	New, Rack Mount
17	Watts	12	1600	MDF	New, Surface Mount
18	Woods	48	1850	MDF	New, Surface Mount



Building Number	Destination Building Name	Minimum# Strands	Distance (in feet)	Origination	Terminations
19	Mayfield	6	100	Woods (11)	New, Surface Mount
20	Maintenance	12	1650	MDF	Existing Rack LIU

To be clear, the distances listed above are estimates and bidder is solely responsible for verifying the measurement as well as conditions for installation of underground pathways. Obviously, there will be shared pathways to accomplish distribution of the fiber. There are also a few pathways that are existing and may be re-used. Following is a proposed pathway narrative.

The first underground pathway required would be a conduit from building 1 to building 10. This conduit main trunk will be a 4" conduit (or alternate solution if bidder can justify an advantage). Below grade handholes or pull boxes will need to be included every approximately 200', and where junctions are required to connect each of the buildings. In addition of connecting all buildings back to this main trunk, an **additional pull box and conduit** run will be installed to a designated pole for Charter/Spectrum Communications. Exceptions noted above (all residential structures) will be pulled back to the nearest non-residential building (i.e. 3, 4, 5, 9, 19. Where branches occur and leave the main trunk, it is up to the bidder to determine the conduit size needed while adhering to industry standards and best practices. Pathway type and sizing should be stated in the proposal.

Additional reminders of expected practices include:

- Building penetrations and conduit installation into buildings will be required
- All conduits will have a pull string installed
- Backfilling, grading, seed and straw will be required on any disturbed property
- Cutting concrete and/or sidewalks may be required and will require all patching and repair to be the responsibility of the bidder
- No aerial installation will be accepted
- Every stand will be terminated with LC connectors and tested at the 1310 and 1550 wavelengths with documentation provided to the customer
- The conduits that are present and believed to be passable are between building 5 and 4 (200') as well as between 4 and 3 (200').
- It is believed that there is an existing conduit between building 1 and 2, but this should be determined by the bidder when on site.
- The existing pathway between building 9 and 10 is known to have water inside of it and no intermediate pull boxes; however, all of the cabling inside of it (copper voice and failed fiber) has been abandoned and it is acceptable to reuse this pathway if it is feasible to do so.

### MDF Rack and LIU

Bidder to provide and install (2) 2-post relay racks, with all fiber terminated in rack mount LIUs (rack position layout to be determined).

- Include horizontal and vertical cable management. Open "D-loop" style cable management is preferred.



## Project Requirements

- All cables shall be tested and certified, with a printed report of certification provided at completion. Test parameters include but are not limited to test for length, wire map, near end crosstalk, alien crosstalk, and insertion loss.
- Installer to provide a 25-year warranty on the cabling, including provided patch cables. It is possible that the cabling will be installed in exposed ceiling areas prior to ceilings being painted. It is the installer's responsibility to ensure that the cable is rated to be painted or is protected from being painted in order to keep the warranty intact.
- All work shall conform to the latest edition of the NEC, the building code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-B.1 through ANSI/TIA/EIA-568-B.3, TIA-569-B, TIA/EIA-606-A, ANSI-J-STD-607-A, NECS/BISCI-568-2006, nema 250, NEC articles 770 and 800, and shall be adhered to during all installation activities. Methodologies outlined in the latest edition on the BISCI Telecommunications Distribution Methods Manual shall also be used during installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement shall have responsibility for making interpretation.
- Installer shall provide verification of liability and worker's comp insurance.

## Response Format and Submission Instructions

- Responses are due by 4:59PM Central Standard Time on February 13, 2020.
- Your proposal should include the following:
  - A summary of the project as proposed
  - Background of your company and qualifications to perform the requested services.
  - Your proposed solution in detail
  - Timeline for installation
  - All costs and fees associated with the project
  - Signed copy of E-Rate terms and conditions
- Submission via Personal Delivery, Courier, or Mailed
  - St. Andrew's-Sewanee School  
ATTN: Elliott Wood  
290 Quintard Road  
Sewanee, TN 37375
  - Proposals must be clearly labeled with the Title of the RFP "Network Plant Refresh – Traditional Fiber" on the outside of the envelope.
- Submission via E-mail
  - Elliott Wood  
Chief Information Officer  
[elliott.wood@enable.email](mailto:elliott.wood@enable.email)
  - Proposals must be clearly labeled "Network Plant Refresh – Traditional Fiber" in the subject line.
- It is the sole responsibility of the respondent to ensure all submittals and attachments are received by the District before the deadline. The District assumes no responsibility for



transmission failures. Verification of receipt can be made by contacting Elliott Wood at [Elliott.wood@enable.email](mailto:Elliott.wood@enable.email) and/or by phone at (615) 656-5849.

- All addendum (s), questions, and answers will be posted to the district’s website at [www.sasweb.org/about/campus/rfps](http://www.sasweb.org/about/campus/rfps) in addition to the E-Rate EPC website at: <https://portal.usac.org/suite/>
- Please “Follow” the Form 470 to receive all EPC updates pertaining to the Form 470

Criteria for evaluation

- Cost – of both eligible and ineligible goods and services
- Ability of proposed solution to meet the technical requirements of the RFP in a satisfactory way
- Ability of the proposed solution to accommodate growth and expected improvements in technology
- Minimized site work or physical plant repairs required. (the ability to trench with minimal damage to sidewalks or other facilities, for example)
- Time to install
- Ongoing maintenance cost of any equipment (wireless or GPON, for example) proposed in the solution

No.	Factor	Total Points Available
1	Cost of eligible goods and services	20
2	Cost of ineligible goods and services	15
3	Vendor quote meets district's minimum specifications	15
4	Ongoing maintenance cost of any equipment (wireless or GPON or otherwise)	15
5	Ability to deliver service within the district’s projected timeline	15
6	Ability of solution to accommodate growth and expected improvements in technology	10
7	Ability to minimize damage to landscape and other geographical features of the campus during the course of the project	10
	<b>Total Points</b>	<b>100</b>

Service Provider Requirements

Service Provider must meet the following qualifications to be considered for award. Documentation regarding the following qualifications MUST be included in the Service Provider’s proposal. Non-inclusion of applicable documents is basis for disqualification.

1. When providing electronic equipment quotes for switches/hubs/routers, Service Provider must have at least 1 Certified Engineer or equivalent on staff.
2. When providing cable work, Service Provider must be RCDD certified.



3. When providing cable work, Service Provider must provide as-built diagrams in electronic and paper copy formats, and cable test results within 45 days of completion of work.
4. If requested by the Applicant, Service Provider must be willing to have employees fingerprinted.
5. Service Provider shall provide references for staff to be associated with project work and implementation.
6. All proposals need to include tax and shipping as separate items in the response.

Prospective Service Providers are required to submit the following:

1. Three (3) references describing Service Provider's portfolio experience with comparable projects within a K-12 customer market
2. Service Provider's SPIN number
3. Service Provider's FCC Registration Number (FRN).
4. "Equipment list" completely filled in
5. Signed E-Rate Supplemental Terms and Conditions

**Failure by Service Provider to supply these documents shall be considered grounds for disqualification.**



### Site Walk Information

A site walk will be required for all bidders to attend. This site walk will include a campus wide walk to all buildings and locations included in this RFP. This job walk will be held on January 8th at 9:00 A.M Central Standard Time. You will be expected to arrive on time at 290 Quintard Road Sewanee, TN 37375. The job walk will continue until all have had a chance to ask questions and walk proposed routes or no later than 3:00PM Central Standard Time. All questions and answers made during this time will be posted as an addendum to the FCC Form 470 in the EPC portal and on the district's website. Failure to attend this job walk will result in disqualification.

### Attachments

- Drawing showing existing cable pathways
- Drawing of master plan with proposed pathways

### Contact Information

For questions and clarifications, contact Elliott Wood at Enable Technology Group, 615-656-5849, [Elliott.wood@enable.email](mailto:Elliott.wood@enable.email). All questions are due January 15, 2020 by end of day. Answers to the questions will be posted both to the district website and EPC portal.





## **E-RATE SUPPLEMENTAL TERMS AND CONDITIONS**

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students eligible for free and reduced price meals.

### **1) E-RATE CONTINGENCY**

The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

### **2) SERVICE PROVIDER REQUIREMENTS**

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. 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.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. **Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted.** Any potential bidder found to be in Red



Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract termination as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)

- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2020.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. Goods and services quoted shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
- h. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template" for construction of the various Funding Requests. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

### **3) SERVICE PROVIDER ACKNOWLEDGEMENTS**

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).




- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>. Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
- d. **BIDDERS are required to comply with the FCC's Lowest Corresponding Price ("LCP") Requirement for all equipment and Services. BIDDER acknowledges that BIDDER is solely responsible to comply with LCP requirements. To the extent that USAC finds an LCP violation and reduces the E-rate Funding, BIDDER agrees that it will not hold the DISTRICT liable for any shortfall in E-rate funding and will be responsible for any ensuing appeals, COMADS and/or RIDFS.**
- e. **The Service Provider attests that its offer does not violate the FCC's October 29, 2019 Report and Order, Notice of Proposed Rulemaking, and Order ([FCC-CIRC1911-01](#)) addressing issues of "National Security Threats to the Communications Supply Chain Through FCC Programs" which "prohibits the use of USF funds to purchase or obtain any equipment or services produced or provided by a company posing a national security threat to the integrity of communications networks or the communications supply chain."**
- f. This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

## **Category 2**

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*



For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 products and services (Internal Connections).

However, NO INVOICING can take place prior to July 1 of the funding year.

#### **4) INVOICING**

- a. 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). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission, certification and USAC approval of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District 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 intent.
- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

#### **5) FCC/SLD AUDITABILITY**

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

#### **6) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION**

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall



have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of \_\_\_\_\_ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Service Provider Name:** \_\_\_\_\_