



Crown Point Community School Corporation

Request for Proposals – WAN to New Crown Point New Administration Center

January 4, 2023

The Crown Point Community School Corporation seeks a lit fiber service to provide a WAN connection between the new Crown Point New Administration Center site, located near 80 W Franciscan Drive Crown Point, IN 46307, and the district's network head-end, located at Crown Point High School, 1500 S. Main Street, Crown Point, Indiana 46307. This is a WAN connection to a new administration building to be constructed near the NE corner of West Franciscan Drive and South Main Street where a portion of Old Taft School still stands, and the Applicant wishes to coordinate with the awarded vendor to work out an appropriate service start date within the coming funding year that corresponds with the completion of that facility.

Your proposal should include pricing options for a 10 Gbps connection between the endpoint site and the head-end site and that connection should be capable of scaling to 40 Gbps.

Your response should describe the network topology being proposed, whether the circuit is dedicated end-to-end for the District's use, and whether there are any mid-path electronics necessary to provision the circuit. You should describe all proposed handoffs, including whether you are handing off multiple connections at the head-end or a single, aggregated connection. (The district requests LC to LC handoffs.) Please specify all service provider owned onsite equipment necessary to hand off service to the District's LAN equipment. Service provider should provide this information in the form of a network WAN diagram.

Each respondent must provide a proposed Service Level Agreement (SLA) with their response. The proposed SLA must include a description of the services provided, and where applicable, describe how these services will be measured. At a minimum, the SLA should describe that the vendor will make all reasonable efforts to ensure 99.99% network availability of each circuit, and it should provide frame/packet loss, network latency, and network jitter commitments. Additionally, each SLA should describe 24x7x365 trouble-reporting procedures, offer commitments with regard to the time to repair outages, and describe provisions offered in the event of chronic trouble. The services described in the SLA shall be maintained to the specifications of these commitments throughout the term of the contract, and the selected vendor shall remediate any deficiencies at no cost to the District.

The District seeks unrestricted bandwidth over these connections, meaning that the provider should not limit or throttle the capacity of circuits at any time for any reason (ie: multicast).

The District seeks a **two**-year contract with up to five years of optional voluntary extensions; other terms will be considered. All cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing, and any available governmental unit discounts including existing state purchasing agreements or contracts. Any proposal referencing an existing state purchasing agreement or contract must include

that information in the proposal. Bid prices must be complete for the services proposed and shall include all associated costs, even if the amounts are estimates based upon current applicable taxes, surcharges, or fees.

If there are any separate installation or special construction costs necessary to provision service, the cost proposal must clearly delineate those costs separately from monthly recurring costs and the service provider must be prepared to assist with any USAC review questions concerning those costs. We may request that the undiscounted portion of any upfront, nonrecurring costs be paid in installments as allowed by Section II.A.2. of FCC 14-189 (AKA the Second E-Rate Modernization Order). *However, please note that the District prefers a fixed monthly recurring charge with no separate up-front installation or construction costs.*

QUESTIONS

No site visits will be scheduled for this project. Any questions related to the technical aspects of this document should be directed in writing to Bryan Gill, Director of Technology at erate@cps.k12.in.us no later than 1:00 p.m. prevailing time on January 19, 2023. Answers to any written questions or any additional information, revisions, or clarifications to the RFP will be provided in the form of an addendum to be posted with the FCC Form 470 on the Universal Service (E-Rate) website. It is the sole responsibility of the Service Provider to check for any addenda that may be issued.

COMPLIANCE WITH SPECIFICATIONS

By submitting a proposal, the Service Provider certifies that it has read and agrees to the following terms and conditions. Failure to meet any requirement outlined herein is adequate cause to reject your proposal.

- The submitter of the proposal has the legal authority to bind the Service Provider responding to the RFP; to provide the services subject to the RFP; and to provide those services under the name of the holder of the Service Provider Identification Number ("SPIN") provided within the bid.
- The Service Provider has clearly listed any exceptions to any requirements or conditions set forth in this RFP with which it is unable or unwilling to comply, and has included all relevant standard or additional contract terms and conditions with its proposal. Such exceptions, terms, and conditions must be set forth with specificity and may not be incorporated by reference.
- The Service Provider agrees that the final contract shall incorporate and not override any terms or conditions set forth in this RFP, minus any agreed-upon exceptions, and that the RFP will be incorporated into the final contract.
- The Service Provider agrees to follow and abide by the rules of the E-Rate program as promulgated by USAC and the FCC and certifies that it has not been suspended, debarred, or placed on Red Light Status within the prior three years. Service Provider further agrees that any costs not funded by the E-rate Program due to Service Provider violations of Program rules will be the sole responsibility of the Service Provider.

RESPONSE FORMAT

All bids must include the following information:

1. A description of services to be provided with detailed information regarding any required construction, including a timeline for completion of every phase of work necessary to demonstrate service delivery.
2. Complete pricing for the services described herein. Your proposal must clearly indicate non-recurring costs, recurring costs, and fees for the service being proposed.
3. Proposed Service Level Agreement.
4. Three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a district of similar size within 100 miles of the District.
5. Your E-Rate SPIN Number. (You must have a current SPAC form on file with USAC.)
6. A completed non-collusion affidavit from APPENDIX A.

The District's review of information will be primarily focused on the substance of the details provided in response to the requirements herein including but not limited to pricing and terms, technical details, SLA, experience and references, and compliance with the requirements laid out in this document.

PROPOSAL DELIVERY

The school district reserves the right to reject each and every bid, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received will be rejected and the project will be cancelled or re-bid.

Bids should be e-mailed to the office of Bryan Gill at erate@cps.k12.in.us by 10:00 a.m. prevailing time, on February 3, 2023.

LEGAL NOTICE

CROWN POINT COMMUNITY SCHOOL CORPORATION

NOTICE TO BIDDERS

Notice is hereby given that the Board of School Trustees of the Crown Point Community School Corporation, Crown Point, Indiana 46307 will receive bids submitted electronically to erate@cps.k12.in.us until 10:00 a.m., prevailing, on **Friday, the 3rd day of February, 2023**. Emails containing bids shall be plainly marked "Bids: New Admin WAN". Any proposal received after the due date and time will not be considered.

Specifications of this project will be available on the corporation website, the bid specifications packet "WAN" can be sourced at <https://www.cps.k12.in.us/district-departments/technology> and is available on the E-rate website (usac.org) with the associated FCC Form 470. Bids shall be attached to an executed non-collusion affidavit.

The Crown Point Community Board of School Trustees reserves the right to reject any and all bids, or waive any informality, irregularity, or error in the bidding which in its judgment will be to the best interest of the Crown Point Community School Corporation. Bids may not be withdrawn during the sixty (60) day period immediately following the date of receipt of the bids.

Dated this 4th of January 2023
Crown Point Community School Corporation
Bryan Gill
Director of Technology

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