

LENNOX SCHOOL DISTRICT
10319 Firmona Ave. Lennox, CA 90304 – Telephone: (310) 695 - 4000

TECHNICAL SPECIFICATIONS FOR HIGH SPEED WIDE AREA NETWORK DATA INFRASTRUCTURE PROJECT

INTRODUCTION

The Lennox School District is requesting proposals for services to provide a high-speed Wide Area Network (WAN) solution for both phones and data. Lennox School District is looking for a managed fiber optic network service that connects all school sites within the district back to the Lennox School District office. This service will use fiber optic cables and provide bandwidth of 10Gbps to each school site. The service provider will hand-off a 10000Base-SX, 10000Base-T or 100/1000/10000Mbps connection to the district. For 10 Gigabit Ethernet terminations, the service provider will supply the district with Gigabit Interface Converter (GBIC) that will connect directly into the district-provided Cisco Catalyst switch.

Lennox School District is soliciting qualified contractors to submit an installation and ongoing service bid for (including, but not limited to) equipment racks, digital equipment, data cabling, and associated termination equipment as required. All equipment included in this request will be owned and maintained by the awarded service provider with no option for transfer of ownership to the lessee.

This RFP is available from Lennox School District's website located at: http://www.lennox.k12.ca.us/ as well as the EPC portal for E-rate http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx.

This project is entirely contingent upon available funding from the federal E-Rate program (Schools and Libraries Division) and the Lennox District and may or may not be undertaken at its sole discretion. In addition, Lennox School District will require that the awarded service provider ensure that all eligible components of service are filed with the California Public Utilities Commission (CPUC) and are eligible for the California Teleconnect Fund (CTF) discount.

This project encompasses the following:

1. The installation of secure and dedicated fiber optic connectivity between the Hub site: Lennox School District Office (10319 Firmona Ave. Lennox, CA 90304) and 7 school sites.

2. The fiber shall connect the district office with each of the Lennox School District school sites.

3. The district office shall have a minimum data connection to each of the 7 school sites of 10 Gigabit (10,000Mbs) and a maximum of 20 Gigabit (20,000Mbs). Please provide bids on the following speeds: 10 Gbps, 20 Gbps

4. The vendor is responsible to obtain all necessary right of ways necessary to this project.

5. During the term of this contract, any changes in the routing of the fiber cable due to city infrastructure changes and/or requirements (street widening, new underground cabling requirements, etc.) will be the responsibility of the vendor at no expense to the District.

6. In the event of loss of communication to any site, the repair shall start within 4 hours of the service call from the district. The maximum time of repair will be 24 hours.

7. Terms of service for contract: The District desires pricing for a three-year contract beginning July 1, 2016 with the ability to extend up to an additional two years.

SCOPE OF PROJECT

Please provide the installation (one time) and monthly (ongoing) cost bids for this three year project as follows:

1. Ten Gigabit (10,000Mbs) expandable to 20 Gbps fiber optic (ethernet capable) multi mode connectivity from the Lennox School District office to the following sites:

Elementary Schools	Middle Schools	High Schools
Felton Elementary School 10417 Felton Ave. Lennox, CA 90304	**Lennox Middle School** 11033 Buford Ave. Lennox, CA 90304	**Lennox Math, Science and Technology Academy** 11036 Hawthorne Blvd. Inglewood, CA 90304
Dolores Huerta Elementary School 4125 w. 105th St. Lennox, CA 90304		
Moffett Elementary School 11050 Larch Ave. Lennox, CA 90304		
Buford Elementary School 4919 W. 109th St. Lennox, CA 90304		
Jefferson Elementary School 10322 Condon Ave. Lennox, CA 90304		

2. **The Lennox School District office is to serve as the central point for the network.**
   Lennox School District
   10319 Firmona Ave. Lennox, CA 90304
   (310) 695-4000

3. Please include the one-time installation costs and ongoing monthly costs for all sites.

4. The service provider will hand-off a 10000Base-SX, 10000Base-T or 100/1000/10000Mbps connection to the district. For 10 Gigabit Ethernet terminations, the service provider will supply the district with 10 Gigabit Interface Converter (GBIC) that will connect directly into the district-provided Cisco Catalyst switch.

5. An uptime guarantee of 99.9% shall be provided on a 24x7 basis average over each seven-day period.

6. The circuits shall be capable of carrying multiple data services such as computer networks, voice over IP, digital video, etc

7. All vendor equipment installed shall be under repair maintenance at no cost to Lennox School District for the life of the contract agreement.

9. The project will commence before July 1, 2016 and will begin upon receipt of the Funding Commitment decision letter from the Schools and Libraries Division.

10. The vendor shall provide three references consisting of similar scope and work.

11. The bid closing date/time will be Friday March 4, 2016 at 10AM **Pacific Time.**

General Terms and Conditions

1) This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respect fair and without collusion or fraud.
2) The Applicant reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

Vendor Qualifications

1. In order to submit a proposal, the vendor

    a. Must have a minimum of three years of experience in the area of expertise of this RFP.

    b. Must have highly-qualified network engineers and technicians on staff, capable of diagnosing problems quickly and providing/recommending solutions.

2) Proposals submitted by the vendor must comply with the competitive bidding requirement of the SLD for Universal Service Fund services and support, along with state and local bid laws**.**

3) The vendor must provide information regarding availability of technical support (on- site)

4) Vendors must have a maximum travel time of 120 minutes to Lennox School District and must be available upon request.

5) The Service provider agrees to bill USAC using the Form 474 (SPI) form within 120 days of last date of service. Failure of the service provider to invoice USAC in a timely manner does not obligate the district to pay more than the applicant share.

Specific Bid Requirements:

1. Vendor must clearly identify capabilities and associated charges for WAN for Lennox School District

2. Vendor must clearly identify all taxes and surcharges.

3. TRANSITION PLAN - As the cut-over date for any new carrier is required to be on July 1, 2016, the DISTRICT requires a transition plan to be provided with any proposal response from responsible suppliers that are not the current carrier or for any new services or locations NOT provided at the present time by the existing carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the DISTRICT transition team. The transition plan is to outline the expectations the supplier team would have of the DISTRICT and the information or task the DISTRICT is to provide the supplier and the date any information or task would be required.

4. Vendor must provide one primary contract number with which all bills may be associated.

5. Vendors must be able to provide at least three references from customers with environments similar to Lennox School District. Reference information must include company name/project, contact name, address and telephone number.

6. The vendor must provide a history of the company, strengths and stability, including years in business, licensing information, years in providing the type of proposed service, existing customer satisfaction, number of customers in California and areas covered in California.

7. Vendor must provide one primary contact number for all billing inquiries.

8. The response shall include the process for obtaining CTF discounts for the services proposed.

9. 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 will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website:

Selection Criteria:
Lennox School District reserves the right to reject any or all proposals and select the bid that offers the best overall benefit to the school system.

Eligible Price/Charges	30%
District Experience	10%
Ability to deliver service in desired timeframe	10%
Ineligible E-Rate Costs (not including implementation)	20%
Implementation Costs	15%
Transition Plan	10%
Customer Service	5%

Response Submission

All responses to this RFP should be submitted via email no later than Friday March 4, 2016 at 10:00 AM Pacific Time and clearly marked "WAN RFP," in the subject line. Submit to Susana Garcia (Susana_Garcia@lennoxk12.org) and Jorge Aceves (Jorge_Aceves@lennoxk12.org). It is the respondent's responsibility to verify the receipt of the proposal before the due date and time.

Submission of Questions

All inquiries must be submitted via e-mail to Susana Garcia (Susana_Garcia@lennoxk12.org) and Jorge Aceves (Jorge_Aceves@lennoxk12.org). The last day for all inquiries is Wednesday February 17, 2016 **at 2:00:00pm Pacific Time**. The District will not respond to phone inquiries. Answers to questions will be posted to: http://www.lennox.k12.ca.us/ by Friday February 19, 2016, close of business.

Other

Oral or telephone bids will not be considered, nor will modifications of proposals by such communication be considered. The customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Lennox School District is required to also post this RFP on the USAC EPC portal (http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx). The District website version is the controlling document. All other versions are copies.
Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2016.

Goods and services provided 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.

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.