

Request For Proposal

FY2019-202 BISSD Leased Lit Fiber - Revised #3



BAINBRIDGE ISLAND

SCHOOL DISTRICT No. 303

**STRONG MINDS, STRONG HEARTS,
STRONG COMMUNITY**

Bainbridge Island School District #303
8489 Madison Ave NE
Bainbridge Island, WA 98110

Original Proposal Posted: October 24, 2018

Revised Proposal Posted: December 17, 2018

RFP Response Due Date: January 18, 2019, by 3:00 p.m. PST

RFP Bid Opening: January 23, 2019, 10 a.m. PST at BISSD #303 Main Office

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Project Summary

The Bainbridge Island School District #303 (BISD #303) is seeking the installation and management of leased lit fiber high speed fiber optic, wide area network with scalability up to 10 Gbps for six sites, one circuit per site, on a multi-year contract with voluntary, optional extensions. BISD #303 seeks a service provider with experience in multi-site installations for U.S. public school districts and local and regional resources to provide prompt, responsive service. The service provider must be an E-rate provider. BISD #303 will request E-rate category 1 support for the following charges for leased lit fiber:

1. monthly recurring charges
2. special construction charges, and
3. basic installation charges.

Communication Regarding RFP

All inquiries must be received in writing via e-mail to Alan Silcott: asilcott@bisd303.org. All questions with responses relevant to the RFP process will be posted on the BISD #303 Technology Department website (<https://www.bisd303.org/techrfp>) for all possible service providers to review.

If a change of a cardinal nature is made to this service request, BISD #303 will update the RFP and proposal due date and post on the school district website and in the USAC EPC portal on the Form 470.

School District Overview

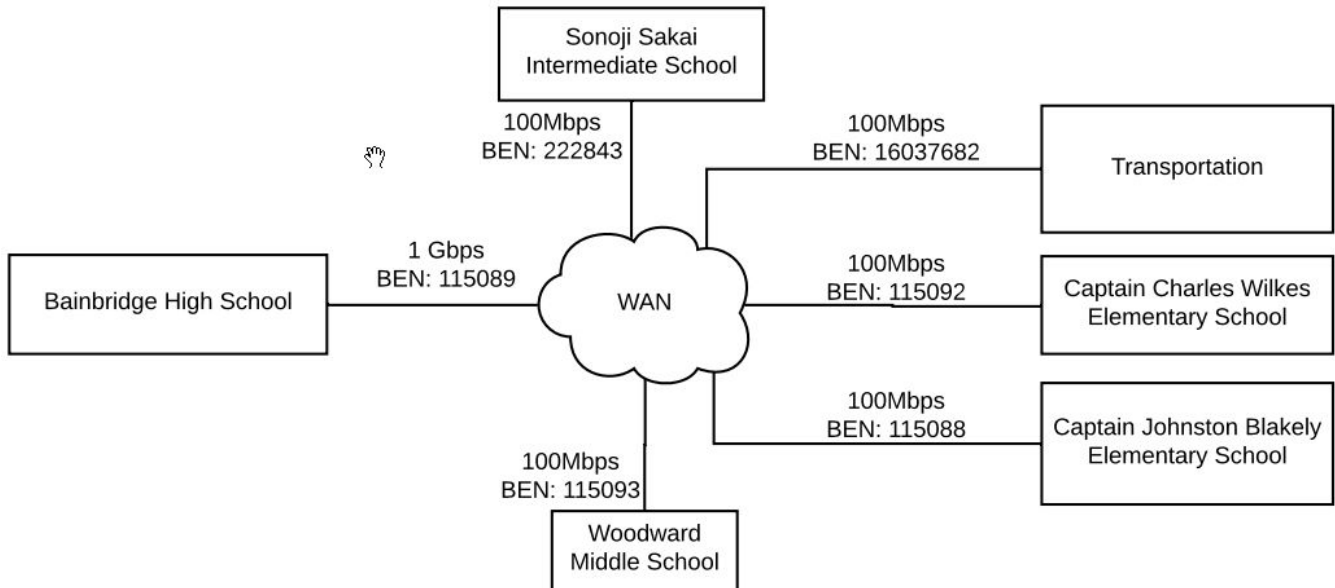
The Bainbridge Island School District #303 is the preK-12 public school district on Bainbridge Island, Washington, located in Kitsap County. The school district has approximately 4,000 students and 500 staff. BISD #303 historically qualifies for E-rate category 1 reimbursement at 40% based on students qualifying for Free and Reduced Meals Program.

- BISD #303 has nine schools.
- The nine schools are located on five sites.
- Five schools are located on the main campus along with some district administration buildings.
- The remaining four schools are each housed on their own site, away from the main campus.
- Administration buildings for transportation, foodservice and maintenance are located on a site away from the main campus as well.
- Summer 2019, Blakely Elementary School will be moving into a newly constructed school building on the same campus as the existing school building. We will require services to the new school.

Purpose

Technology use by staff and students is integral to the teaching and learning process in our school district. This project will provide sufficient bandwidth to support an increased number of student and staff devices and an increase in the use of online resources to meet teaching and learning needs, now and over the next several years. Additionally, high-speed Internet is needed in bus barns, lunchrooms, office work spaces, outdoor spaces, and for safety equipment such as security cameras.

Current As-Is Environment



- BISD #303 has a separate Internet connection that is shared to the school district through the Bainbridge High School datacenter.

Site Addresses for Leased Lit Fiber Services

1	Bainbridge Island High School (Main campus) 9300 NE High School Road Bainbridge Island, WA 98110
2	Captain Johnston Blakely Elementary School 4704 Blakely Ave NE Bainbridge Island, WA 98110
3	Captain Charles Wilkes Elementary School 12761 Madison Ave NE Bainbridge Island, WA 98110
4	Sonoji Sakai Intermediate School 9343 NE Sportsman Club Road Bainbridge Island, WA 98110
5	Woodward Middle School School 9100 NE Sportsman Club Road Bainbridge Island, WA 98110
6	Transportation & Maintenance Facility (non-instructional facility) 9451 NE New Brooklyn Road Bainbridge Island, WA 98110

Walk-Through Appointment

BISD #303 invites interested service providers to contact the Technology Department for a walk-through of the sites in this RFP. Walk-throughs will be scheduled December 17-20, 2018 or January 8-11, 2019 between the hours of 8:30 a.m. - 4 p.m. Providers must have a pre-arranged appointment. To schedule an appointment, contact:

Alan Silcott
BISD #303 Network Supervisor
asilcott@bisd303.org
206-780-1065

Scope of Services

Section 1: Introduction

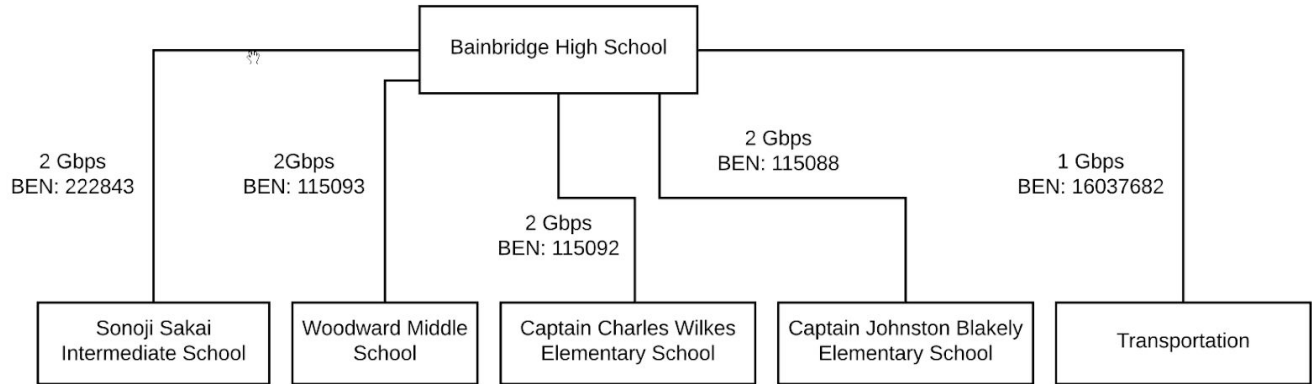
Bainbridge Island School District #303 is requesting proposals for a high speed fiber optic wide area network (WAN) leased lit fiber solution that will allow for reliable and secure transmissions of voice, data and video.

- This service will use fiber optic cables and provide future scalability of 1 Gbps increments up to 10 Gbps.
- If services aren't available at the requested speed, then the next higher available speed should be proposed.
- We require 6 separate circuits (one per each site)
- The service provider will ideally hand-off two uplinks at the main distribution frame (MDF) at each site. These uplinks can be configured with Spanning Tree or as an aggregate pair in conjunction with the BISD's network.
- Data can be handed off either through 1Gbps copper, SFP or SFP+ ports.
- The service will allow tagged and untagged traffic across the WAN.
- Internet service is optional, and should not be an additional cost to the school district.
- 24x7 monitoring service.
- All costs required to provide service per site should be included (equipment, cabling, design, construction, and monitoring).
- Most sites have existing conduit in place from the street to the MDF that can be utilized. The provider is responsible for providing data to the MDF at each site.
- In compliance with E-Rate regulations, all equipment included in this request will be owned and maintained by the service provider with no option for transfer of ownership to the school district.
- BISD #303 is seeking terms of service (i.e. contract length) that will provide cost-effective and advantageous terms for providing the requested services.
- New service must begin by or on July 1, 2019.

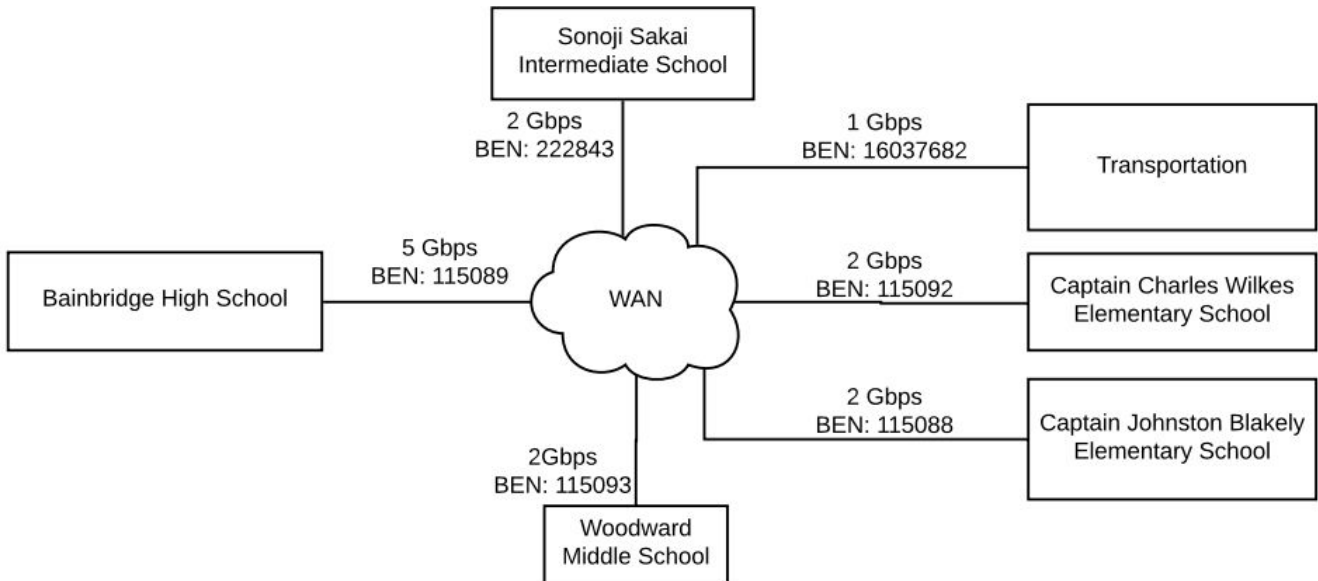
Possible Configurations

The following configurations present two examples of possible solutions. Service providers are encouraged to create proposals that will best meet the needs of the school district.

Direct Connection Proposal



Hub and Spoke Proposal



Section 2: Service Requests

1. BISD #303 is seeking bids for a fully managed WAN solution. Leased lit fiber (with or without Internet Access) is the E-rate Category 1 service option to choose when bidding point to point wide area network connections. WAN connections do not connect to an Internet access point. WAN connections are point-to-point fiber connections that connect individual instructional/non-instructional facilities in the same school district. See Scope of Services, Section 3 for solution requirements.
2. The service provider will have scalable circuits from 1 Gbps to 10 Gbps, with an option for 1 Gbps increments.
3. Network Design and Construction Routes
 - a. BISD #303 will consider traditional network designs such as hub and spoke, direct connection or alternative proposals. BISD #303's stated evaluation criteria included in the RFP will be used to determine if an award is made as a result of this RFP. The Applicant has, in accordance with E-rate guidelines, rated cost of service as the heaviest weighted factor in its decision criteria.
 - b. Due to current and future bandwidth needs, service providers are encouraged to provide dedicated infrastructure to the school district. Designs are encouraged to utilize the private fiber approach, where there exists no other aggregation or third-party equipment on fiber strands between sites and modulating equipment at each site is dedicated to the school district and not shared in any way with other customers. If this is not possible, then designs must limit the use of shared infrastructure as much as possible.
 - c. Proposals must include clearly illustrated network design and construction routes.
 - d. BISD #303 is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the vendor to present their best solution while recognizing the cited termination locations.
 - e. BISD #303 will not pay for any costs associated with development and/or submission of the proposal.
4. Special Construction
 - a. In E-rate terminology, special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities.
 - i. Special construction and service eligibility for reimbursement have changed as of the 2016 funding year. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information.
 - b. Special construction charges eligible for category 1 support consist of three components:
 - i. construction of network facilities
 - ii. design and engineering
 - iii. project management
 - c. If no new fiber is being installed, then any installation costs are considered standard non-recurring costs (NRC).
 - i. For leased lit fiber solutions requiring special construction, this means that the costs associated with building the fiber are considered special construction and

the costs associated with the equipment required to activate the service are a standard NRC.

- d. BISD #303 requests that the service provider allows the school district to pay the non-discounted share of special construction costs, portion of costs that are the responsibility of the school district, to be paid in equal annual installments over the life of the contract. Responses to this RFP must include agreement or non-agreement of this request.
- e. Any conduit or trenching from the street to the MDF must include replacement of conduit, pavement, and returning any disturbed ground to its original condition. Any new construction and the pathways used by the service provider within school district grounds shall be pre-approved by BISD #303 prior to the start of construction.
- f. Excess fiber strands for special construction projects:
 - i. To the extent that the winning service provider installs additional strands of fiber for future business ventures, the winning service provider assumes full responsibility to ensure those incremental costs are allocated out of the special construction charges to the district in accordance with FCC rules and orders.
 - ii. If, after the issuance of the FCDL, USAC or the FCC determines that the winning service provider did not cost allocate those charges associated with the additional strands, BISD #303 will not be responsible for reimbursing the winning vendor and the winning vendor will assume all responsibilities deemed ineligible by USAC.
 - iii. For examples of cost allocation, please see document in Appendix B as prepared by the State E-rate Coordinators' Alliance (SECA).
- g. During the term of this contract, any changes in the routing of the fiber cable due to infrastructure changes and/or requirements (street widening, new underground cabling requirements, etc.) involving any other entity requiring right of way agreements, or utility company changes (pole relocation, etc.) will be the sole responsibility of the service provider at no expense to BISD #303.

Section 3: Solution Specifications

1. Wide Area Network

- a. Service provider must have dedicated, symmetrical transport bandwidth between the designated endpoints.
- b. The solution must be scalable to 10 Gbps at each site.
- c. Contract options are requested for terms of service with a minimum of a 3-year initial contract term from July 1, 2019 through June 30, 2022 with optional extensions on same terms as initial contract of a minimum of two years beyond the initial contract.
- d. Each respondent is required to provide clear and concise price breakdowns and cost estimates for scalability.
 - i. Special construction, monthly recurring cost, and non-recurring costs are required to be broken out and listed separately for both E-rate eligible and non-eligible costs.
 - ii. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.

- iii. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate.
- e. If an increase in bandwidth beyond the range specified in the terms of service during the contract period, the contract does not renew.
- f. All solutions must adhere to the Service Level Agreement (SLA) terms in Section 4.
- g. The circuits shall be capable of carrying multiple data services such as computer networks, voice over IP, digital video, etc.
- h. The service provider will ideally provide two uplink connections at the Main Distribution Frame (MDF) of the six school sites. These will be programmed with Spanning-Tree, LACP or similar protocol in conjunction with the BISD network.
- i. All service provider installed equipment will include repair and maintenance at no cost to BISD #303 for the life of the total contract agreement.

Section 4: Service Level Agreement

1. Proposed services must meet or exceed the following specifications. Service providers are encouraged to supply their own service performance expectations.
 - a. The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
 - b. .25% frame/packet loss commitment
 - c. 3ms network latency commitment
 - d. 4ms network jitter commitment
 - e. There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason.
 - f. Stated commitment is for the service provider to respond to any outage within two (2) hours and a four (4) hour restoration of service.
2. Network operations center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. BISD #303 has the right and the service provider will encourage BISD #303 to call concerning any problems that may arise relative to its connection with the provided services.
3. Trouble reporting, escalation and resolution: The service provider will provide a detailed trouble reporting, escalation and resolution plan to BISD #303.
4. Trouble reporting and response: Upon interruption, degradation or loss of service, BISD #303 may contact the service provider by defined method with a response plan and timeline based on trouble level. Upon contact from BISD #303, the service provider support team will initiate an immediate response to resolve any issue. BISD #303 will receive rapid feedback on trouble resolution, including resolution time as applicable.
5. Escalation: In the event that service has not been restored in a timely manner, or the BISD #303 does not feel that adequate attention has been allocated, BISD #303 can escalate the issue to a higher authority within the service provider's organization. A list of escalation contacts will be provided with the implementation work schedule. An updated list may be requested by BISD #303 during the terms of the contract.
6. Measurement: Measurement starts from the time BISD #303 contacts and notifies the service provider of the problem. Credits for outages of a certain duration or longer will be identified.

7. Resolution: BISD #303 will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
8. Reports: Upon request, an incident report will be made available to BISD #303 within seven working days of resolution of the trouble.
9. Link performance per segment: The service provider will maintain the proposed link performance throughout the term of the contract.
10. Historical uptime: Service provider will provide aggregate uptime statistics for the proposed service in the geographic area encompassing BISD #303.
11. The service provider agrees that BISD #303 reserves the right to close a site or multiple sites at their sole discretion, and upon that decision all ongoing monthly costs for those locations will be removed from the total monthly costs of the provided services.
12. The service provider agrees that BISD #303 may add or move sites at the school district's sole discretion. The service provider will supply detailed documentation explaining how the service provider will manage the addition of new schools or other school district facilities to the service contract. The service provider will include information as to how the service provider will aid BISD #303 in making these changes in accordance with E-Rate rules.
13. School in-session hours are usually from 7:30 a.m. to 3:30 p.m., Monday through Friday. Start and stop times may vary slightly at each school.
14. The service provider understands and agrees that school operations should not be impacted during in-session hours for installation or service calls.
15. Service provider will ensure that access to school facilities does not unreasonably disrupt school schedules.
16. As often as possible, installation and service calls will be scheduled in advance, and outside of school in-session hours.
17. Installation or service calls within school in-session hours must be approved in advance.
18. BISD #303 requires a transition plan for new services 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 and clearly defined expectations for support from the BISD #303 transition team. The transition plan is to outline the expectations the service provider team would have of BISD #303 and the information or task the school district is to provide and the date any information or task would be required.
19. Construction may begin any time after the contract is awarded following E-rate guidelines.
20. No services may be activated before July 1, 2019 unless exemptions are specified by E-rate guidelines.
21. BISD #303 reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service. This can take place as a Standard Equity Payment chart prepared by vendor.
22. Service provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this contract. The service provider warrants that it has good title to all elements of the facilities and services and has the legal right to contract with BISD #303 for the installation and use of such facilities and services. The service provider will indemnify BISD #303 and its trustees and employees against any claims or threat of claims brought by any third party alleging infringement of any proprietary rights.

Section 5: General Terms for All Proposals

1. Failure to include or address requested information may be grounds for disqualification.
2. Description of Proposal
 - a. All sites must be included in the bid.
 - b. Respondent will provide a description of their proposal for all services and solutions.
 - c. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail BISD #303 may find useful or necessary, or could differentiate the solution from a competing proposal.
3. Timeline
 - a. For each response, service providers must include a timeline for bringing all sites online by July 1, 2019.
 - b. For solutions requiring special construction, a schedule of bringing sites online must be included with an explanation of how this timeline shifts if the date of the E-rate funding commitment shifts.
4. Demarcation
 - a. All solutions must terminate service or infrastructure in the demarcation point at each address specified in the pricing sheet.
 - b. Solutions bringing service to the property line but not to the demarcation point are not acceptable.
 - c. Service provider must specify specific demarcation setup included in base fees, e.g. wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.
5. Network Diagram
 - a. For each response, service provider must include a network diagram displaying the paths to be used to serve each endpoint.
 - b. Diagrams must show if circuits are routed through any aggregation hubs, equipment, or third-party facilities between hub site and each endpoint.
6. References
 - a. The service provider must provide at least three references from current or recent customers, preferably K-12 customers and projects equivalent to the size of this project.
7. E-rate Program Integrity Assurance (PIA) Review
 - a. **Service provider must agree in writing to this PIA Review section with a yes or no answer in the service provider's proposal. Answering no or failure to answer is grounds for disqualification.**
 - b. When BISD #303 is contacted for a PIA review, the service provider will promptly provide BISD #303 with information requested as part of PIA review.
 - c. BISD #303 may seek assistance from the service provider to respond adequately to a PIA review. Upon approval from BISD #303, the service provider may contact and speak directly with the PIA reviewers or BISD #303 E-rate consultants.
 - d. For all responses that include special construction, the service provider agrees to, by submitting its bid, produce all construction labor, construction materials and other cost information requested during a PIA review.
8. Funding Availability and Notice to Proceed

- a. BISD #303 will follow the purchasing policies of its school board policies, state laws, and requirements of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. □
- b. BISD's acceptance of a proposal, signing of contracts and the initiation of work is dependent upon E-rate funding for this project. If E-rate funding is not secured, the school district will review its funding options in consultation with service provider.
- c. BISD #303 will issue a letter to the service provider as a notice to proceed; USAC E-rate funding notifications to either BISD #303 or the service provider does not alone signify a notice to proceed.
- d. If E-rate and/or other funding sources are not secured, BISD #303 will have the right to allow the contract to expire and will notify the service providers of its intentions.

Proposal Evaluation Criteria

All proposals to this RFP submitted by January 18, 2019, 3 p.m. will be reviewed by a BISD team. No RFPs will be reviewed before this date and time. A contract, if awarded, will be to the most responsible and responsive bidder with the plan and terms that are most advantageous to BISD #303. The BISD team will evaluate proposals based upon, but not limited to, the following criteria:

Category	Weighted Factor
<p>Total Costs: Total cost of ownership over life of contract. Total cost of ownership takes into account all one-time, non-recurring and recurring costs. The proposal must clearly identify the e-Rate eligible and ineligible costs and the recurring and non-recurring costs.</p> <p>E-rate eligible costs: All costs for the recurring and non-recurring E-rate eligible components of the proposed service. Note that E-rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the BISD #303.</p> <p>E-rate ineligible costs: All costs for the recurring and non-recurring ineligible components of the plan.</p>	25
<p>Technical Response: Complete and concise response proposing a quality system to provide reliable, consistent, scalable service and products; solution provides dedicated infrastructure for service with no shared equipment or routing of traffic through aggregation hubs; proposed solution clearly meets the school district's needs within BISD #303 resources; all proposed equipment and services meet or exceed industry standards and specifications.</p>	20
<p>Service & Support: Service provider has staff, resources, and ability to provide prompt responses to issues and inquiries; service provider has timely method for alerting district staff to issues; direct access by district staff to customer support for routine and emergency situations.</p>	20

Experience & Knowledge: Company background description and three references clearly demonstrate strong knowledge of network infrastructure relevant to this project and successful relationships with K-12 school districts, E-rate and similar-sized projects.	20
Contract Terms and Conditions: Terms are compatible with Washington State school district accounting practices and offer advantageous terms and options over life of the contract.	10
Prior Experience with Vendor: BISD #303 has prior positive experience(s) working with the service provider.	5

General Implementation Requirements

With submission of a proposal, the service provider understands and agrees to the following:

1. It shall be the responsibility of the service provider to design, furnish, install, and test all aspects of the installed network fiber cabling and hardware electronics as outlined in this RFP.
2. This RFP is intended to represent a functional description and performance criteria for systems required. The service provider shall conduct actual system engineering and design activities that will lead to the final system configuration.
3. The service provider accepts any available blueprint and/or site plans provided by the school district as guidelines only, and accepts that the plans are not guaranteed to be an accurate representation of all conditions.
4. The service provider shall provide all supervision, labor, materials, equipment, and testing instrumentation required for the work associated with this RFP.
5. The service provider shall secure all permits, inspections, and authorizations required to complete its work associated with this RFP at no additional cost to the school district.
6. Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any part of the contract shall be paid less than the “prevailing rate of wage” as determined by the Industrial Statistician of the Department of Labor and Industries.
7. All service providers working on any school district site will abide by all school district rules and state regulations. All school district facilities and grounds are tobacco-free and drug-free areas, and weapons and alcohol are prohibited.
8. Any workers who might come in contact with children on any school district site must have undertaken a criminal background check to be on file with the service provider. No workers convicted of crimes against children will be allowed on any school district site. All service provider employees must carry picture ID and wear identification badges at all times.
9. Service provider is responsible for confirming the location of existing utilities prior to commencing work. Service provider agrees to repair and restore any utilities damaged during construction.
10. Service provider shall make no penetration of walls, floors, or ceilings without the prior consent of the school district.

11. Service provider shall provide a complete work schedule before execution of any work with a two-week “look-ahead” schedule provided on a weekly basis while installation work is in progress. This schedule could be planned using a Gantt or similar chart.

RFP Process Estimated Timeline

Activity	Date
Original RFP posted with E-rate Form 470 in USAC EPC; Original RFP posted on BISD #303 Technology Department website	October 24, 2018
Reposted RFP, with 12/11/2018 revision date, with E-rate Form 470 in USAC EPC	December 17, 2018
Deadline to submit questions to BISD #303	January 11, 2019
Deadline to submit proposal(s)	January 18, 2019; 3:00 p.m. PST
Opening of proposals	January 23, 2019; 10:00 a.m. PST Bainbridge Island School District 8489 Madison Ave NE Bainbridge Island, WA 98110
Proposal evaluation by BISD #303 team	January 23-30, 2019
BISD #303 School Board approval	February 10, 2019
Contract(s) signed	February-March 2019
Start date of service	July 1, 2019

Response Format

Responses to this RFP should be provided in the following format.

Title Page

Title of this BISD RFP

Vendor Company Name:

Mailing Address:

Printed Name of Person Authorized to Submit this Proposal:

Title:

Signature of Authorized Person:

Proposal Date:

Name of Contact Person for this Proposal:

Title:

Telephone Number:

E-mail Address:

Section 1 Service Provider Background and Experience

Include company background and experience relevant to BISD #303 and this RFP. Information may include, but is not limited to:

- Parent company (if applicable)
- Name and title of top local executive
- Service provider experience in the industry
- Experience with school districts, E-rate, and projects of similar size
- Company department structure that would play a role in this project
- Additional company information

Section 2 Proposal Overview

Provide overview of the proposal and identify the primary reasons why this proposal best meets the needs of this RFP and the Bainbridge Island School District #303.

Section 3 Customer Support, Services, and References

Include customer support and response service information, and at least 3 references. The service provider is encouraged to supply references of similar scope of work, especially if performed for public school districts in Washington State and were E-rate eligible. The service provider is encouraged to describe its customer support structure with process for BISD #303 to escalate a problem.

Section 4 System and Service Specifications

Describe the proposal to meet this RFP specifications including technical and logistical information, timelines for installation and service, and clarify work responsibilities of the service provider and BISD #303.

If a specific manufacturer's equipment or service are being included in this RFP, cite the reasons why that specific manufacturer should be used.

If subcontractors will have responsibilities for work related to successful accomplishment of this project, include a information on each subcontractor(s) involved, description of the subcontractor's activities, and three references of work similar to that which they will be performing as subcontractor on this project.

Section 5 Costs and E-Rate Eligible Services and Goods

The total system costs must include all non-recurring costs and recurring costs related to providing the system, including all taxes, surcharges and any other fees.

The vendor will provide a breakdown of which services and/or goods are eligible for E-Rate and which are ineligible.

BISD #303 must be able to clearly identify the total costs of the project, the E-rate funding contributions, and the school district's estimated out of pocket costs.

Section 6 Additional Information

Vendor may include additional, relevant information after the pages in this template in the format that best suits the additional information.

Proposal Submission

Service providers will provide two signed original hard copies of the response to this RFP. Original hard copy proposals must be received by January 18, 2019, 3 p.m. PST at:

Bainbridge Island School District #303
Attn: Jari Arin, Tech. Dept.
8489 Madison Avenue NE
Bainbridge Island, WA 98110

Service providers are solely responsible for ensuring that proposals are delivered and received in the BISD #303 main district office by the due date and time. Delays caused by any delivery service, including the US Postal Service, will not be grounds for an extension of the due date and time. Proposals submitted after the deadline may be rejected.

An additional, optional electronic copy may be sent via e-mail to Alan Silcott: asilcott@bisd303.org. Proposals sent solely electronically via email or fax will not be accepted.

Proposals submitted to BISD #303 are considered public documents per the open, public records laws and may be released to others to comply with Washington State laws. While BISD will not voluntarily divulge proprietary information, the BISD #303 must comply with Washington State laws governing public records requests.

Proposal Clarifications

The school district reserves the right to obtain clarification of any point in a service provider's proposal or to obtain additional information necessary to evaluate a proposal. Failure of a service provider to respond to an inquiry may result in rejection of the proposal.

Contract Award

The school district intends, but is not bound, to award a contract to the lowest responsible and responsive Bidder that provides the most advantageous proposal to the school district.

The school district has the right to waive any informality or irregularity in any proposals received and to accept the proposal which, in its judgment, is in the school district's best interest.

The contract award recommendation will be presented for approval at a regularly scheduled meeting of the BISD #303 School Board of Directors. Once approved BISD #303 will notify all service providers who submitted complete proposals of its decision.

Appendix A

E-rate Special Construction Excess Strands - Cost Allocation Scenarios Funding Year 2018

Prepared by the State E-rate Coordinators' Alliance
October 23, 2017

I. LEASED LIT FIBER AND LEASED DARK FIBER

A. Excess Strands for Applicant's Future Use

If the service provider installs additional strands for the Applicant's exclusive future use in a leased dark fiber or leased lit fiber special construction project, and if the Applicant can show documentation that buying a cable containing the number of strands placed in the fiber system for the Applicant's future use is more cost effective than buying a fiber cable with the number of strands the Applicant plans to place into service the first year, no cost allocation of the excess strands is required and no other special construction charges would need to be cost allocated.

If the service provider installs excess strands for the Applicant's exclusive future use in a leased dark fiber or leased lit fiber special construction project where the excess strands will remain dormant until they are lit for the Applicant in the future, and if the Applicant cannot show that it is not more cost effective than buying the exact number of fiber strands being lit in the first year, the Applicant must cost allocate the costs associated with the excess strands only. No other special construction charges would need to be cost allocated.

B. Excess Strands for Service Provider's Future Use

For lit services special construction and leased dark fiber special construction, if the service provider wishes to place extra strands in the build for its own use, the E-rate Applicant must cost allocate the cost of the service provider-owned extra strands, as well as all incremental costs of those extra strands from the special construction E-rate funding request. It is not a pro-rata share, but an incremental cost calculation that must be backed by detailed documentation.

Example 1 from Funding Year 2018 USAC Fiber Training Slides applies:

COST-ALLOCATION: FIBER EXAMPLES

- **Example 1:** Leased lit fiber or leased dark fiber provider installs 12-strands in fiber run to a large school district hub and wants to add 36 additional strands for its own ineligible use, resulting in additional labor costs (e.g., splicing) and plant costs (e.g., larger termination boards, additional handholes).

Result: Cost of 36 additional fiber strands and all associated incremental increases in costs (e.g., the additional labor/outside plant costs) above what would be incurred if only the 12-strands of fiber were installed must be allocated out of the applicant's special construction funding request.

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Applicant should seek documentation from the provider which outlines the added incremental costs attributable to designing, managing and constructing a fiber system with a 48-strand cable instead of a 12-strand cable. Such costs should include but are not limited to:

- Splice Labor. If any fibers over the Applicant's fibers are spliced, the labor for these additional splices must be cost allocated.
- Splice Enclosures are placed to protect splices. If any fibers over the Applicant's fibers are spliced and require an enclosure, the enclosures for these additional splices must be cost allocated. Fiber Installation Labor. This represents the incremental cost of pulling a larger cable through the buried conduit.
- Structured materials installation. This represents the additional cost of burying a larger conduit to support the additional fibers.

Note that costs associated with installing a larger cable strand than what is required by the Applicant are ineligible and the service provider should not include such costs in their special construction billing to the Applicant but should be prepared to show evidence during PIA review that it did not charge the Applicant for these incremental costs.

Figure 1: Possible incremental costs

Item	12 Strand cable construction	48 strand cable construction	Cost Allocation Amount that service provider should remove from the special construction request
Fiber Cable	38 cents per foot	\$1.04 per foot	66 cents per foot

Design and Engineering	\$2.12 per foot	\$2.42 per foot	30 cents per foot to depict additional splices at A and Z locations
Project Management	\$1.18 per foot	\$1.18 per foot	0
Splice labor*	\$11.00 per splice	\$11.00 per splice	\$11 per splice over 12 splices at any splice site
Splice enclosures**	\$205 per enclosure	\$205 per enclosure	\$205 per enclosure for every enclosure over 12
Fiber Patch Panel	\$71.43 per panel	\$218.60 per panel	\$147.17 per panel
Conduit and other structured materials	1.25" conduit required \$1.95 per foot Handhole (40,000 lb rated) \$2695 per unit Fiber Marker \$30 per unit	1.5" conduit required \$2.35 per foot Handhole (40,000 lb rated) \$2695 per unit Fiber marker \$30 per unit	40 cents per foot No cost difference for handhole No cost difference per marker
Fiber Installation Labor ***	25 cents per foot	28 cents per foot	3 cents per foot
Structured Materials Installation (conduit, markers, handholes)****	\$2.85 per foot	\$3.10 per foot	25 cents per foot
Markers	Place every 500'	Place every 500'	No cost difference
Handholes	Place every 1000'	Place every 1000'	No cost difference

Appendix B

E-rate Supplemental Terms and Conditions

This information about the FCC E-rate program is provided as a courtesy and to provide common understanding of expectations related to E-rate. The Service provider should consult the USAC E-rate or FCC websites for original sources of this information and current guidelines.

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 receiving free and reduced price meals.

The school district expects the service provider to make themselves thoroughly familiar with all rules or regulations regarding the E-rate program for schools and libraries.

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. Service providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at the USAC website: <http://www.usac.org/si/providers/step01/>

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>

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: http://www.fcc.gov/debt_collection/welcome.html

Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/si/service-providers/step02/lowest-corresponding-price.aspx>

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 USAC approved extensions.

Even after receipt of bid responses, the school district may or may not proceed with the project, in whole or in part, even in the event E-rate funding is approved. Execution of the project, in part or in whole, is solely at the discretion of the school district. The school district reserves the right to award parts of the project, as needed, to supply school buildings with the necessary level of communication/internet service deemed appropriate by the school district.

Within one week of award, the awarded service provider will provide the school district with a bill of materials suitable for the Form 471 Item 21 Attachment. Approval for any deviation from the Item 21

Attachment must be obtained from school district. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.

No change in the products and/or services specified in this document orders will be allowed without prior written approval from the school district and a USAC service substitution approval, with the exception of a Global Service Substitution.

The service provider may not commence billing until after products and services are delivered. The awarded service provider is required to send copies of all forms and invoices to the school district so required E-rate forms are filed on time. Failure to comply with this requirement may result in the school district filing a complaint with USAC or other authorities.

In the event of questions during the E-rate audit process, the awarded service provider is expected to reply to the school district within three business days to questions presented by USAC or the school district as part of the audit (PIA) process.