

**McComb School District – MSD 2019 - 2022 DISTRICT WAN SERVICE
E-Rate Project – Funding Years 2019-2022**

McComb School District, 695 Minnesota Avenue, P.O. Box 868, McComb, MS 39649, will receive electronic bids and sealed proposals until 10:30 AM, December 13, 2018, at which time all bids will be publicly opened and read for the following:

FIBER OPTIC DATA SERVICES to connect schools and remote buildings in the McComb School District (MSD) to their Internet connection at the Instructional Services Center

Proposal forms and specifications may be obtained by contacting Sue Jarvis at jarviss@mccomb.k12.ms.us or 601-684-4661. Participation in a district walkthrough of the schools and remote buildings will be **mandatory** for any vendor wishing to submit a proposal with the exception of AT&T, CableOne, C Spire, and Unity Fiber due to participation in previous district walkthroughs. Please contact Sue Jarvis to make an appointment to complete the mandatory walkthrough. Walkthroughs will be held during the week of November 5-9, 2018.

This is an E-Rate project for Funding Years July 1, 2019- June 30, 2022, and is contingent on E-Rate funding. If the district is not funded for this project through E-Rate, any contract signed with a vendor will be voided. The right is reserved by the Board of Trustees to reject any and/or all bids and to waive formalities. For inquiries or questions please contact Sue Jarvis at jarviss@mccomb.k12.ms.us or 601-684-4661.

Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids and/or reverse bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. For further questions or information please call Finley Ward 1-225-810-4814 or finley@centralbidding.com.

October 25, 2018
November 02, 2018

Angela Ashley
McComb School District
601-684-4661

MSD 2019 – 2022 DISTRICT WAN SERVICE

MCCOMB SCHOOL DISTRICT

Table of Contents

	<i>Page #</i>
<i>Purpose & Terminology</i>	<i>2</i>
<i>Schedule</i>	<i>3</i>
<i>Inquires</i>	<i>3</i>
<i>Basis of Award</i>	<i>4</i>
<i>General Conditions</i>	<i>4</i>
<i>Detailed Specifications</i>	<i>11</i>
<i>District Responsibilities</i>	<i>11</i>
<i>Service Provider Responsibilities</i>	<i>12</i>
<i>Proposal Submission Form</i>	<i>16</i>
<i>Proposal Worksheets</i>	<i>18</i>
<i>Required Attachments</i>	<i>21</i>
<i>Proposal Evaluation Criteria</i>	<i>21</i>
<i>Building Information</i>	<i>22</i>
<i>Service Provider/Contact Information</i>	<i>23</i>
<i>Project Examples and References</i>	<i>24</i>
<i>Site Visit Form</i>	<i>25</i>

MCCOMB SCHOOL DISTRICT MSD 2019 - 2022 DISTRICT WAN SERVICE

Subject: RFP-For a 3 year contract for Fiber Optic Data Services to connect schools and remote buildings in the McComb School District (MSD) to their Internet connection at the Instructional Services Center.

Purpose

Proposals are being sought by McComb School District for the purpose of securing the most cost efficient way of connecting our schools and remote buildings to our district's Internet connection in order to provide broadband connectivity and Internet access to all of our district's students and staff. The contract resulting from this RFP will include a price redetermination to be negotiated between the second and third years of the contract.

Background

Our district's students, teachers, staff and administrators are using more and more resources that require Internet access. The purpose of this RFP is to explore the various options currently supported through the E-Rate program and its Category 1 services.

General Requirements

The district wishes to explore various bandwidth options. The Internet connection for the McComb School District (MSD) is located at the district's administrative offices, the Instructional Services Center (ISC). See page 22 for exact locations of all buildings in the project.

Terms used throughout this RFP

USAC – Universal Service Administrative Company
SPAC - Service Provider Annual Certification
SPIN – Service Provider Identification Number
The District – The McComb School District

This RFP package consists of the following sections:

- I. General Conditions
- II. Detailed Specifications
- III. District Responsibilities
- IV. The Service Provider's responsibilities

Proposal Forms

Proposals may be submitted electronically at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. For further questions or information on the electronic bidding process, please call Finley Ward at 225-810-4814 or email Mr. Ward at finley@centralbidding.com.

For service providers submitting paper proposals, the proposal and supporting documentation must be submitted to:

Sue Jarvis
695 Minnesota Avenue
McComb, Mississippi 39648

Sealed proposals must be clearly marked “MSD 2019 – 2022 DISTRICT WAN SERVICE”.

Do Not Fax Proposals. Proposals will be received by McComb School District until 10:30 AM CST, December 13, 2018. Paper proposals must be mailed or hand delivered to the address above in a SEALED ENVELOPE. They must be received by the deadline. Courier delays are not an acceptable excuse for deliveries made past the deadline.

Schedule of Events:

Event	Date(s)
Release of RFP to Service Providers	10-25-2018
Site Visits	Week of Nov. 5-9, 2018
Deadline for Submission of Proposals	12-13-2018 10:30 AM
Opening of Proposals (MSD District Office)	12-13-2018 10:30 AM

Inquiries

All correspondence and inquiries regarding this RFP must be done via email:

jarviss@mccomb.k12.ms.us

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Sue Jarvis at 601-684-4661 ext. 16 and confirm that the email message was received.

All responses to inquiries will be posted on the McComb School District web site at <https://goo.gl/7GvVPX> so that all Service Providers can view them.

Basis of Award

1. E-rate approval by USAC
2. Must have current USAC SPAC.
3. References of at least three installations of similar application size and complexity relating to fiber or other high-bandwidth capable media.
4. Must be able to secure necessary permits.
5. Helpdesk and Network Management System. (24x7x365)
6. Service providers never having visited the district wishing to respond to this RFP must complete a mandatory site visit. Site visits may be scheduled with Sue Jarvis by sending an email to jarviss@mccomb.k12.ms.us. Site visits may be scheduled during the week of November 5 – 9, 2018. The following vendors are exempt from the site visit due to previously visiting the district for a walkthrough: AT&T, CableOne, C Spire, and Unity Fiber. Any service provider not on the exempted list that does not complete the walkthrough will not be considered.

I. General Conditions

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

1. Location of Sites:

The location of the work is on property owned by The District and through negotiated services on right-of-ways.

2. Scope of Work:

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Service Provider. This would include all pole rights needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to The District, unless the weekend or holiday work is due to a delay caused by The District. The Service Provider will be fully responsible for securing all required right-of-ways, construction permits and cross connects required to complete this project.

3. Protection in General:

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

4. Change in Contract:

The District will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Technology Director before such work is begun.

5. Existing Conditions:

The Service Provider, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions, which might affect this work. The location of the demark shall be in the MDF closet or another location specified by The District technical personnel. No consideration will be given to any claims based on a lack of knowledge of existing conditions. To schedule a site visit, contact Sue Jarvis at:

jarviss@mccomb.k12.ms.us

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Sue Jarvis at 601-684-4661 x16 and confirm that the email message was received. Leave a message if necessary.

6. Insurance:

Within ten (10) days after notification of award, The Service Provider shall furnish to The District a Certificate of Insurance showing compliance within the following limitations:

a) The Service Provider agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.

b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after The District has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

c) The Service Provider shall maintain other insurance (with the limits shown below) that shall protect The Service Provider and The District from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Service Provider shall furnish The District with certificates and policies of such insurance as follows.

Below is a list of the insurance coverage that must be procured by The Service Provider at his own expense. The Service Provider agrees to follow instructions indicated in each case:

The District Protective Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Service Provider's Public Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

7. Workmanship

All work shall be performed in a professional manner. Personnel from The District may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed.

8. Financing

The Service Provider will provide a binding contract to The District for submission to the Schools and Libraries Division. After notification of award from the Schools and Libraries Division, The Service Provider will receive a Purchase Order for the products and services for which The Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon approval by USAC. Complete payment to the Service Provider will be subject to the rules of the Schools and Libraries Division (SLD) and state and local purchasing rules. After notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the Contract, the contingency will be removed and the Purchase Order will be submitted to the Service Provider in accordance with the rules and regulations of the SLD and state and local purchasing rules.

9. Lease

In the case of leased equipment such as routers, contractual terms of the lease must be provided with The Service Provider's Bid. The term "lease" is used to refer to contractual arrangements whereby the ownership of the property remains with the Service Provider, as stipulated in the SLD Fact Sheet on Internet Services Connectivity, 2/24/98, page 1. The SLD has stated that it will not commit to discounts on a contract that is titled or described as a lease when in effect the terms of the agreement constitute a purchase. For example a lease, which includes up-front payment of capital costs, will not be eligible for discounts.

10. Application for Payment

All applications (invoices) for payment shall be submitted to The District according to the USAC Regulations. The Service Provider must submit a Service Provider Invoice for processing of the discounted portion of the bill.

11. Addenda

Any addenda issued will be posted on the McComb School District web site at <https://goo.gl/7GvVPX>.

If any questions arise within the RFP documents, the Service Provider may submit to The District, written request for interpretation via email to jarviss@mccomb.k12.ms.us. All responses will be posted to the Proposal site within 24 hours. The District will not be responsible for any other explanation or interpretations. The District reserves the right to reject any or all proposals and wave technicalities and informalities.

12. Proposal Submittal:

In order to be eligible for submission of a quote, service providers that have never visited the district for a site visit must schedule a walkthrough by emailing Sue Jarvis at jarviss@mccomb.k12.ms.us. The following service providers are exempt from the site visit due to previously visiting the district for a walkthrough: AT&T, CableOne, C Spire, and Unity Fiber. Any service provider not on the exempted list that does not complete the walkthrough will not be considered. Any submissions submitted by a service provider that has not completed a site visit will not be considered.

If paper copies are being submitted, two copies of the proposal and two copies of the other required documentation must be sent in a sealed envelope clearly marked with the words “**MSD 2019 – 2022 DISTRICT WAN SERVICE**” to the address noted on page 3 of this document. All proposals will be opened at 10:30 AM CST on December 13, 2018, at the McComb School District Central Office at 695 Michigan Ave., McComb, Mississippi, 39648.

Due to the nature and diversity of the proposals, it may require a significant amount of time to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

13. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless the Service Provider makes a request in writing to The District prior to the time set for the opening of submitted proposals. The District will accept no proposals after the deadline for submission of proposals.

14. The Service Provider’s Qualifications

The Service Provider must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Category 1 Services. If The Service Provider fails to file the appropriate forms with the SLD or fails to receive an SLD Service Provider Number, the McComb School District is not responsible for the discounted portion of The Service Provider’s bill. The Service Provider must generate an invoice for the USF portion of the bill in accordance with SLD

regulations. The Service Provider is responsible for supplying SLD SPIN with bid.

The Service Provider must hold a General Contractors License in the State of Mississippi. A legible copy of the license must be attached and noted. It is preferred that the Service Provider has been in business for at least 5 years. A legible copy of incorporation papers must be attached and noted.

Service Providers must give examples of experience with installation of similar projects that have equal or as similar as possible broadband connectivity. Service Provider must give examples and contact information for at least three such installations.

15. Stored Materials

Any materials stored on job site shall be the Service Provider's responsibility.

16. Specifications

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

17. Time of Completion

Work must be completed and operational by July 1, 2019, presuming the Service Provider is selected, contract signed and E-Rate forms are submitted by the district in a timely manner.

18. Accident Prevention

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property and hazardous conditions shall be guarded against or eliminated. The District or the building principal will determine what constitutes a hazardous condition on any campus and the Service Provider will be responsible for rectifying the issue to the satisfaction of The District.

19. Contract Form

Upon Contract award and a binding contract signed, the standard written Purchase Order form will be issued to the winning Service Provider. Issuance of the Purchase Order will be contingent upon USAC acceptance and funding of the project.

20. Indemnification

The Service Provider agrees to hold the McComb School District harmless and to indemnify The District for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of The Service Provider or Subcontractor.

21. The Service Providers' Representative

The District reserves the right, with sole discretion, to refuse to allow any representative of The Service Provider to service the contract in any manner. In this event, The Service Provider shall furnish another representative that is acceptable to The District. Examples of reasons for refusing to allow a Service Provider representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Should the Service Provider use subcontractors for portions of the work, The District reserves the right to reject any subcontractor without explanations or recourse by The Service Provider or subcontractor.

22. The District Regulations

The Service Provider and his representatives shall follow all applicable school district regulations while on The District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Service Provider personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

23. Governing Law

All RFPs and related documents submitted to The District by the Service Provider are governed under the laws of the State of Mississippi.

24. Comprehensive List of References:

All references should include: a contact person, dates of work, mailing address and telephone numbers. References must include three (3) or more references of installations of similar size and complexity within the USA.

25. The McComb School District reserves the right to:

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the district.
- d. Waive any formality in the quote submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

26. Proposals

Proposals are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax. In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

27. Terms of Payment

The start of services for this project may not begin prior to July 1, 2019. The District will, if possible, issue an SLD Form 486 on the day services begin. For the duration of the contract, depending on preference agreed upon by the Service Provider and The District, payments will be made in one annual payment or in the next scheduled check run after the receipt of invoice(s) from the Service Provider.

28. Turnkey Solution

All proposals are to provide a turnkey solution for installation of circuits for connecting the buildings of the district to the district's Internet connection located at 695 Minnesota Avenue, McComb, MS, and the Internet Connection itself. The District agrees to certify acceptance by location to establish an incremental performance baseline. However, the final system installation shall provide the capabilities specified in Section II, Detailed Specifications.

29. Term of Contract and E-Rate Subsidies

Payment for The District's networking circuits is dependent on E-Rate subsidies. The district will file for the E-Rate subsidies throughout the term of the contract. In the event that the district E-Rate subsidies were to cease, the district will notify the service provider as to the date of the cessation and the district will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the district will not be bound by the remainder of the contract.

II. Detailed Specifications

The specifications provided in this section are for the connection of 10 buildings to each other and to the Internet POP located at 695 Minnesota Avenue, McComb, MS.

Any resulting contract from this proposal must allow for the district to upgrade to a higher speed circuit at the quoted price within the term of the contract.

WAN Circuits

1. Bandwidth will be as specified in the Bid Worksheets beginning on page 19 of this document. Specified bandwidth speeds must be both incoming and outgoing.
2. All circuits proposed **MUST BE FIXED** not “burstable” circuits. Circuits that are “burstable” to the specified bandwidth are not acceptable and will not be considered. They may be burstable above the specified bandwidth but they must be continuous to the bandwidth specified.
3. The district will provide all necessary jumper cables. The service provider must provide the specified connection by copper (Cat 6a) or fiber (SC to LC or LC to LC) to the district core switches.
4. The service provider will provide to the District Technology Director, at least daily, a document showing circuit utilization for the previous 24 hours for EACH of the 11 circuits of the WAN. The time of day the document(s) will be delivered is left up to the service provider.

III. McComb School District’s Responsibilities

1. Access for Installation

The District will, during the progress of the installation, allow the Service Provider and its employees access to the premises and facilities at all reasonable hours or at such hours as The District representative and the Service Provider agree upon.

The District will provide access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide Service Provider access to these adjacent areas where and when required.

2. Heating/Cooling

Provide heat or cooling when required and general illumination in rooms where work is to be performed by The Service Provider.

3. Inspections

Promptly make inspections when notified by the Service Provider that the equipment or any part thereof, is ready for acceptance.

4. Electrical

The District schools will provide all electrical needs within the district buildings.

5. Delay in Work

It is understood that the Service Provider will not be held accountable for any delays caused by The District.

IV. THE SERVICE PROVIDER'S RESPONSIBILITIES

1. Provision

The Service Provider must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring the Service Provider both to furnish and/or install materials, unless specific provisioning/installation of the materials by The District is denoted.

2. Firewalls

Provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

3. Ceiling Tiles

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

4. Identification

The Service Provider will identify to the district any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

5. Permits

The Service Provider shall obtain all necessary county, municipal, and/or state work/building permits. This includes any permits that may be needed to gain the right of way for outside fiber pulls.

6. Damage

The Service Provider will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Service Provider will promptly report to a representative of The District any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

7. Installation

Install the wire, cable, and/or associated hardware in accordance with the manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined.

8. Test and Inspections

Conduct tests and inspections in the presence of a McComb School District technical representative after installation has been completed in order that the McComb School District may be assured that the requirements for the installation are met.

9. Completion Notification

Promptly notify The District designated contact of completion of this proposed project.

10. Defects

The Service Provider will promptly correct all defects for which the Service Provider is responsible.

11. The District Contact

The Service Provider must coordinate all work with The District's designated contact.

12. Cleanup

Upon completion of the work each day, the Service Provider must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

13. Subcontractors

The Service Providers may use subcontractors to perform work. However, all responsibilities rest with the Service Provider.

14. Warranty

This system is to be provided as an E-rate funded service and requires the Service Provider to provide complete maintenance and warranty the system in full.

15. Codes, Standards, and Ordinances

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI *Telecommunications Distribution Methods Manual* shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation.

16. Safety

The Service Provider shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Service Provider shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning "OSHA", and all applicable state labor laws, regulations, and standards. The Service Provider shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on The Customer because of The Service Provider, subcontractor, or supplier's failure to comply with the regulations stated herein.

17. Patents and Royalties

The Service Provider, without exception, shall indemnify and hold harmless The Customer and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The Customer. If The Service Provider or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

18. USAC Certifications

The Service Provider must be an approved USAC service provider with a current SPIN and SPAC. It will be the responsibility of the Service Provider to maintain all USAC certifications throughout the term of the contract.

19. Indemnification

The Service Provider shall indemnify and hold harmless The Customer, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by The Customer, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Service Provider or its subcontractors, agents, servants, or employees. The Service Provider further agrees to indemnify and hold harmless The Customer, its agents or employees, against

claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by The Service Provider, its agents, associates, or employees.

The indemnification provided above shall obligate The Service Provider to defend at its own expense or to provide for such defense, at The Customer's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The Customer which may result from the operations and activities under this Contract whether the installation operations be performed by The Service Provider, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to The Service Provider shall obligate The Service Provider to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

Proposal Submission Form

Service Provider/Company Name	
Corporate Address	
City/State/Zip	
Service Provider Contact Name	
Service Provider Contact Phone #	
Service Provider Email Address	
E-Rate Service Provider Name	
E-Rate Service Provider ID (SPIN)	
Address of Mississippi Office	
City/State/Zip	
24hr Toll-Free Help Desk Number	

**FOR THE FOLLOWING WORK SHEETS, SERVICE PROVIDERS MAY
COMPLETE ANY OR ALL OF THE VARIOUS OPTIONS.**

**All blanks must be filled in on the worksheets you choose to
complete.**

**All Submissions must contain two copies of the worksheet and one
copy of the supporting documentation.**

WORKSHEET FOR ETHERNET CONNECTIONS BETWEEN SCHOOLS (Including On-Premise Routers)

Below are the options that the district is considering. The district will evaluate the options based on the best value for the services being provided. There are 2 options in the worksheet; we will choose one option.

The assumption is that the WAN will come together in a provider owned switch then be passed to the District via connection to the Instructional Services Center (ISC) Host. The ISC bandwidths are for that host circuit.

An alternative of bringing 10 circuits from the 10 non-host buildings at the specified bandwidth would be acceptable also. The service provider must provide the specified connection by copper (Cat 6a) or fiber (SC to LC or LC to LC) to the district core switches.

Service Providers may also quote a monthly lease price for either on premise routers or switches that will be owned and maintained by the Service Provider and that will be the property of the Service Provider at the end of the term of the contract. The buildings' LAN will be connected to the device in such a way that removal of the device will have no effect on the internal operation of the LAN. The purpose of these devices will be for the Service Provider to segment the network rather than the district.

School Site	Bandwidth	E-Rate Eligible One Time Cost	E-Rate Ineligible One time Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
Instructional Services Center (HOST)	10 Gig				
McComb High School	5 Gig				
Denman Junior High School	5 Gig				
McComb Middle School (Higgins)	5 Gig				
Otken Elementary School	5 Gig				
Business & Technology Complex	5 Gig				
Summit Elementary School	5 Gig				
Kennedy Elementary School	5 Gig				
TAC Alternative School	5 Gig				
Summit Learning Center	1 Gig				
Bus Barn	100 Mbps				

_____ Monthly price PER BUILDING of any service provider owned on premise equipment such as a router or switch necessary to route traffic on the WAN. Enter \$0.00 if the cost of this equipment is included in the circuit prices.

The District will determine if the Service Provider owned on premise equipment will be used or if the district will be responsible for routing using district owned equipment.

School Site	Bandwidth	E-Rate Eligible One Time Cost	E-Rate Ineligible One time Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
Instructional Services Center (HOST)	10 Gig				
McComb High School	10 Gig				
Denman Junior High School	10 Gig				
McComb Middle School (Higgins)	10 Gig				
Otken Elementary School	10 Gig				
Business & Technology Complex	10 Gig				
Summit Elementary School	10 Gig				
Kennedy Elementary School	10 Gig				
TAC Alternative School	10 Gig				
Summit Learning Center	1 Gig				
Bus Barn	100 Mbps				

_____ Monthly price PER BUILDING of any service provider owned on premise equipment such as a router or switch necessary to route traffic on the WAN. Enter \$0.00 if the cost of this equipment is included in the circuit prices.

The District will determine if the Service Provider owned on premise equipment will be used or if the district will be responsible for routing using district owned equipment.

To be submitted with the worksheets above

- Copy of Mississippi Contractors License
- Description of Help Desk Procedures
- Description of Service Response Procedures
- Service Providers Disaster Recovery Plan
- Description or list of service locations that will provide service and support for the district installation and the number of technicians available for that support.
- 3 References for similar installations as described in the specifications.
- Full Description of the Network Service to be provided (to include bandwidth, network performance specifications and all necessary installation and equipment) for the connections.
- Complete description of the Service Providers NOC, including times of operation.

Inquiries – For any question about this RFP, please email jarviss@mccomb.k12.ms.us. All questions and all answers will be posted on the district website at <https://goo.gl/7GvVPX>.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Price	60%
Installation Fees	5%
References/Suitability for the Task	10%
Prior Experience with Service Provider	25%

DISTRICT BUILDING INFORMATION

McComb High School	310 7th Street	McComb	MS	39648
Denman Junior High School	1211 Louisiana Avenue	McComb	MS	39648
McComb Middle School (Higgins)	1000 Elmwood Street	McComb	MS	39648
Otken Elementary School	401 Montana Avenue	McComb	MS	39648
Business & Technology Complex	1003 Virginia Avenue	McComb	MS	39648
Summit Elementary School	1201 Baldwin Street	Summit	MS	39666
Kennedy Elementary School	207 S. Myrtle Street	McComb	MS	39648
TAC Alternative School	906 Louisiana Avenue	McComb	MS	39648
Summit Learning Center	411-A St. Augustine Street	McComb	MS	39648
Bus Barn	4042 Martin Road	Summit	MS	39666
Instructional Services Center	695 Minnesota Avenue	McComb	MS	39648

The following must be completed by all bidders

Submitted by _____

Company Name _____

E-Rate SPIN _____

Contact Person for Questions about this Bid

Name _____

Phone Number _____

Email Address _____

Signature _____

Similar Project Examples and References

Name of Client/Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of Project	

Name of Client/Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of Project	

Name of Client/Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of Project	

SITE VISIT FORM

CONTACT INFORMATION FOR CHANGES / UPDATES / CLARIFICATIONS

DATE _____

SERVICE PROVIDER NAME _____

CONTACT NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

Check preferred method of contact: _____ **Email** _____ **Phone**