

REQUEST FOR PROPOSAL

Wide Area Network and Internet Services

JACKSON COUNTY SCHOOL DISTRICT

REQUEST FOR PROPOSALS
Wide Area Network and Internet Services

The Jackson County School District is accepting proposals for an **UPDATE TO ITS Wide Area Network and Internet Services** until **2:00 p.m. on February 2, 2017**. The proposals will be opened at the Jackson County Board of Education at 2:00 p.m.

All proposals submitted after that time will not be considered and destroyed following the bid opening.

Proposals should be labeled **ON THE EXTERIOR PACKAGING:**
WIDE AREA NETWORK AND INTERNET SERVICES

Proposals may be picked up and submitted to:

Jackson County School District

Attention:	Stuart White, Business Manager 4701 Col. Vickrey Rd PO Box 5308 Vanceleave, MS 39565
Telephone:	(228) 826-4842
Fax:	(228) 826-3871

The Jackson County School District reserves the right to reject any and/or all bids or any parts thereof, to waive any informality in any bid, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the School District, will meet the best interests of the School District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the School District be responsible for the cost of preparing any bid.

General Instructions:

Proposals are to be:

- * Submitted in duplicate unless otherwise indicated in the specifications.
- * Proposals should be labeled ON THE EXTERIOR PACKAGING:
WIDE AREA NETWORK AND INTERNET SERVICES
- * Each copy must be bound in a one inch three ring binder
- * Submitted using the blank proposal forms furnished.
- * Each of the specification items below shall contain a response affirming and evidentiating the provider's ability provide.
- * Submitted in a sealed opaque envelope utilizing the enclosed label, with the bidder's name and address in the upper left-hand corner.
- * Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.

Proposals received later than the time and date specified will not be considered.

Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.

Bidders or their representatives may be present at the bid opening.

The Jackson County School District may require further information and references on any individual or company placing a bid prior to the awarding of a bid.

The School Board reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.

The School Board reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Jackson County School District.

Quote for Jackson County School District
METRO-ETHERNET CONNECTIVITY

Name of Business submitting quote: _____

Address: _____

_____, _____ State _____ zip

Name of contact: _____

Phone number of contact: _____

Please provide the names and phone numbers of three customers to be used as references:

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

SPECIFICATIONS

For

Wide Area Network and Internet CONNECTIVITY

Scope of Work:

Provide Quotes for specifications: It is the responsibility of the bidder to visit the school grounds prior to bid opening. Failure to do so will be the responsibility of the bidder.

Introduction

Jackson County School District consists of three attendance centers: St. Martin, Vancleave, and East Central. St. Martin has two lower elementary schools, one upper elementary, one middle school and one high school. Vancleave and East Central each have a lower elementary, an upper elementary, a middle school, and a high school. At each of these schools there may be multiple buildings and multiple floors per building. There are a total of 650 classrooms in the district. Below are the names and addresses of the schools:

District Office:

Jackson County Board of Education
4700 Col. Vickrey Rd
Vancleave, MS 39565

(This circuit bandwidth should be equal to the sum of all of the WAN connections)

St. Martin	Vancleave	East Central
St. Martin North Elementary 11000 Yellowjacket St North Bay, MS 39532 (1 Gigabit / 100 Megabit)	Vancleave Lower Elementary 12602 Hwy 57 Vancleave, MS 39565 (1 Gigabit / 100 Megabit)	East Central Middle School 21725 Slider Rd Moss Point, MS 39562 (1 Gigabit)
St. Martin East Elementary 7508 Rose Farm Rd Ocean Springs, MS 39564 (1 Gigabit / 100 Megabit)	Student Services Building 13724 Hwy 57 Vancleave, MS 39565 (1 Gigabit / 100 Megabit)	East Central High School 5500 Hurley Wade Rd Moss Point, MS 39562 (1 Gigabit)
St. Martin Bus Shop 6625 Elgin Road Ocean Springs, MS 39564 (10 Megabit)	Vancleave Upper Elementary 13901 Hwy 57 Vancleave, MS 39565 (1 Gigabit / 100 Megabit)	
St. Martin Middle School 10800 Yellowjacket Blvd Ocean Springs, MS 39564 (1 Gigabit)	FabLab Jackson County 10208 Hwy 57 Vancleave, MS 39565 (1 Gigabit / 100 Megabit)	
St. Martin High School 11300 Yellowjacket Blvd Ocean Springs, MS 39564 (1 Gigabit / 100 Megabit)	Jackson County Technology Center 12425 Hwy 57 Vancleave, MS 39565 (1 Gigabit / 100 Megabit)	

E-Rate is a funding method by the federal government that makes certain technology more accessible to qualified agencies such as schools and libraries. Jackson County School District has embraced Wireless networking and is seeking to expand the bandwidth available to our constituents. This RFP seeks to investigate the value and possibility of increasing our current network capacity.

This RFP will be awarded based on SLA and Budget. The District minimum specifications are listed below. Additional SLAs above and beyond those of the district may be provided. The calculation of this winner of this RFP will be based on the following: All proposals that meet the specifications below will be included. The proposals will then be ranked based on their ranked by a rubric that will be announced just prior to the Bid

Opening. The district will have a public bid opening and then meet to discuss the ranking of the received bids. All pricing should be based on a three year contract. The proposed contract should include provisions for increasing bandwidth within the three years.

Basis of Award shall be on:

1. E-Rate Approval by USAC
2. Service provider must have current USAC Service Provider Annual Certification
3. Service provider must have current USAC Service Provider Identification Number
4. Reference to at least three (3) installations of similar application size and complexity
5. Service Provider must be able to secure any necessary permits
6. Service Provider must provide a 24x7x365 helpdesk and Network Operations Center
7. Service Provider must provide repair support extending to site 24x7x365
8. Location of NOC
9. Ability to provide on-site engineers
10. Ability to provide efficient, effective, and reliable help desk operations

Mandatory Site Visit

A mandatory site meeting will be held on January 9th, 2017 at the Board of Education Board Room at 4700 Col Vickrey Road, Vancleave MS 39565. This is where all questions will be answered.

Specification 1 (WAN)

1. Internet is to be provided to the District Site on a separate circuit
2. Internet bandwidth should be 1 Gigabit per second guaranteed.
3. Internet Security should include the ability to request blocks on certain traffic upstream of the customer's site in order to effectively mitigate DDOS and other types attacks.
4. Bursting above 1 Gigabit is permissible
5. JCSD is in need of a 27 bit publicly addressable network and a 29 bit publicly addressable network
 1. The 27 bit should effectively give JCSD 30 usable addresses on the internet
 2. The 29 bit address should give JCSD 5 public IP addresses to use as an outgoing NAT pool.
6. All Bandwidth shall be considered minimum. Bursting is allowed, but only above the bandwidth requested
7. On the preceding page, there are either one or two bandwidths listed. Please price two proposals the first with the higher bandwidths, the second with the lower bandwidths. Include all sites in each proposal – if only one bandwidth is listed, provide pricing for that one bandwidth in each proposal.
8. Circuits must meet E-Rate guidelines for Priority One Circuits
9. Termination to Customer Premise Equipment (CPE) shall consist of fiber into the building. For gigabit connections, fiber will terminate via 50 micron multimode fiber connection into a layer 3 switch. For 100 Megabit connections, the connection into the customer switch may be copper, but the entrance to the building must be fiber
10. Service provider may place routers or switches prior to CPE.
11. All services provided will be based on layer 2 Ethernet connectivity
12. All customer CoS tagging MUST be preserved and honored within the customer's WAN from access through transport to egress
13. Service provider must provide monthly reports electronically that provide the following statistics from the "Main" site to each of the connections. The "Main" site shall be considered the district office
 1. Downtime
 2. Packet Delivery

3. Round Trip Latency
4. Jitter
5. Bandwidth Utilization
11. Service Provider should provide detail into how the above metrics are captured and calculated.
12. Service Provider assumes complete responsibility for the end-to-end communications from the “main” site to any other site.
13. Service provider shall include SLA pertaining to the products proposed ONLY.
14. Initiating a call for circuit issues should be answered via a live person immediately. A technician should be made available to speak with the customer and knowledgeable about the incident within 30 minutes.
15. Service provide must own all fiber connecting to the school – this cannot be provided via another provider. JCSD is dependent upon the provider and does not wish that provider to be dependent upon a separate provider for “last mile” connections.
16. Customer should have complete authority over when a call shall be escalated to the next level
17. Entire escalation levels not exceed 6 levels – Final level should be a C-Level employee that has complete authority to procure, authorize, and initiate any resources that could alleviate the problems being experienced
18. Service provider shall provide a customer portal that allows for the submission of tickets, comments on tickets, etc.
 1. All circuits shall be identified in the portal
 2. List any value adds that the portal provides
 3. All tickets should have complete visibility to the end user including customer notes, and unabridged notes from all parties entering information.
19. Outages should be proactively monitored. Site Contacts should be notified within 15 minutes of an outage via non-automated voice
 1. A ticket should be auto-generated
 2. A technician should be testing the circuit within 15 minutes of site personnel authorizing intrusive testing
20. Outages should result and conclude with a written explanation, detailed engineering and management notes as to the failure and mitigation
21. Acknowledgement to the following stipulations regarding payment of services:
 1. If the network to any one site is unavailable for 15 minutes or greater continuously, JCSD will not be billed for that Day.
 2. If the problem is electronics based and happens 3 times during a billable month, the entire month will not be billed.
22. Geographical knowledge and access is a great asset. Please provide the address and contact information for the Network Operations Center servicing this area. This area must be manned by network engineers with certifications in TCP/IP networking and demonstrable abilities Wide Area Network Design and Implementation as well as the ability, authority, and responsibility to reconfigure components throughout the provider’s network to provide service to the customer.
23. Service provider shall provide qualifications allowing early termination of this contract.
24. Please provide Five References. Include Name, Phone Number, and Title. JCSD may schedule a call with any random reference to test the call-in procedure to guarantee that the experience is as provided.

Contact:

For any questions regarding specifications, please contact via email: wanrpf@jcsd.k12.ms.us (David Besancon)

GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Price: Bid prices will include delivery, F.O.B. destination, without extra compensation.

Taxes: The Jackson County School District is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Mississippi. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.

Award: The School Board reserves the right to make an award which, in her judgment and recommendation from the department, following bid evaluations; best meets the specifications and is deemed in the best interest of The School District. The School District reserves the right to increase or decrease all quantities indicated in this bid.

The School Board further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in his judgment, the best interests of the Jackson County School District will be so served.

Price Discrepancies:

In the event there is a discrepancy between the unit price and extended price the unit price will prevail.

In the event there is a discrepancy between the written price and numeric price the written price will prevail.

Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Mississippi.

Permits:

It is the responsibility of the successful bidder to obtain all Federal, State and local permits when needed.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify The Jackson County School District, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Additionally, the bidder acknowledges and agrees that the Jackson County School district in accordance with state law may not offer indemnification. Therefore, any such language on purchasing agreements shall be considered void.

Payment:

To Prime Contractor: a.) Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). b.) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. c.) All goods or services provided under this

contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed. d.) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized. e.) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed.

Availability of Funds

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement

Non-Collusive Bid Statement:

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
- b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The bidder further certifies that this statement is executed for the purposes of inducing The Jackson County School District to consider the bid and make an award in accordance therewith.

Non Discrimination Clause:

The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

Safety Standards:

All contractors and their employees, agents and subcontractors are required to comply with all EPA, NFPA and OSHA safety standards at all times while working on site. The Contractor and employees, agents and subcontractors found to be in non-compliance may be removed from the work site, as well as subject to forfeiture of payment and/or contract termination. The School District reserves the right to inspect the work site at any time for safety compliance.

Debarment:

The Purchasing office reviews any bid being considered to assure that neither the contractor nor any subcontractor being utilized is subject to state or federal debarment based on published debarment lists.

Liability Insurance (If Applicable):

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employer's liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with the Jackson County School District at the time of the execution of this contract. **It is further required that the Jackson County School District be named as an additional insured.** This should be shown under the description of operations portion of the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.

Minimum Requirements for Certificate of Insurance

A. Commercial General Liability

- General Aggregate: \$ 2,000,000.00
- Product/Completed Operations Aggregate: \$ 1,000,000.00
- Occurrence Aggregate: \$ 1,000,000.00

B. Automobile Liability

- Liability Limit: \$ 1,000,000.00

C. Excess (Umbrella Liability) Liability

- The requirement that an umbrella policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.

D. Worker's Compensation & Employers Liability

- Per Mississippi Statutes

Performance Bond:

Contractor shall supply a Performance Bond and Labor and Material Payment bond in the amount of 100% of the value of the contract for each bond. Include a certified and current copy of the power of attorney for the attorney-in-fact who executes the bonds.

Stipulations:

A contract issued as the result of a bid shall not be considered exclusive. The Jackson County School District reserves the right to contract with other vendors for similar services when deemed appropriate.

The Jackson County School District maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Jackson County School District may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. The Jackson County School District also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

The Jackson County School District reserves the right to cancel the contract at any time with no cost to the district. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or is based upon the discretionary right of the Jackson County School District, then the cancellation shall be upon thirty (30) days written notice.

The Jackson County School District reserves the right not to award the continuation of a multiple year bid. The award of each year's contract is contingent upon adoption and approval of budgetary funds for this purpose.

Jackson County School District
4700 Col Vickrey Rd
Vanceleave, MS 39564
228-826-1757

TO: All Vendors

FROM: Jackson County School District

SUBJECT: Affirmative Action

The Jackson County School District is an Equal Opportunity Employer, and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendors' list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

STATEMENT OF POLICY

It is the employment policy of _____
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex, age, handicapped condition, sexual orientation, marital status, or religion in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Date

Signed (Name/Title of Company Officer)

Telephone

Street Address

City/State/Zip Code

CONTRACTOR INDEMNIFICATION

The Contractor shall at all times indemnify and save harmless the Jackson County School District (JCSD) and its officers, agents, and/or employees against any and all claims, demands, damages, losses, judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of the JCSD or;
- b. the contractor, his subcontractors or material men or;
- c. any other person, whose injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions or neglect of the Contractor or his sub-contractor or material men by reason of his or their use of faulty defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the JCSD for damage to property of the JCSD caused by the Contractor, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

The Contractor further acknowledges that Jackson County School District cannot and does not offer indemnification. Any such language on purchasing or billing documents of the contractor will be disregarded.

STATE OF MISSISSIPPI:

Signed _____
Contractor

By _____
Name

Street

City/State/Zip Code

Date

Subscribed and sworn to before me on this

_____ day of _____ 20_____

Notary Public