Peoria School District 150

E-Rate FY2020
School Year 2020-2021 RFP
Peoria School District 150 is soliciting proposals for equipment and services for E-Rate Year 2020. Funding for this project is contingent on the acceptance of the district’s submission for E-Rate funding from the SLD.

The District reserves the right to accept or reject any or all Proposals (as hereinafter defined) and to waive any irregularities. The District also reserves the right to negotiate with selected firms regarding pricing and fee structures. All information included in a Proposal may be incorporated, at the District’s sole option, into the contracts for proposed goods and service to be entered into between the District and the successful Bidder (as hereinafter defined).

RFP Timeline: The deadlines below will be strictly enforced. All correspondence regarding this RFP must be via email to erate@psd150.org.

**RFP Release Date** Monday, January 27, 2020
RFP will be posted on District website at www.psd150.org/erate

**Written Questions Due** Wednesday, February 5, 2020
Questions will only be received via email to erate@psd150.org. Answers to questions will be posted on the District website as questions are received, and all answers will be posted by end of business on Monday, February 17, 2020. The District will not accept questions via phone.

**RFP Responses Due** 4pm, Monday, March 2, 2020
Proposals can be hand-delivered to Ricketts Center, 520 East Lake Street, Peoria, IL 61614, or respondent may email the RFP response to erate@psd150.org. Proposals shall be in a sealed package clearly labeled “E-Rate Year 2020-2021 Category 2 RFP” (if hard-copy); for emailed proposals, the subject line must be “E-Rate Year 2020-2021 Category 2 RFP”.

Any questions submitted after the dates and times listed above shall not be considered or answered.

Responses received after the Due Date will not be considered.

The District may revise this RFP by issuing written addenda. Addenda will be posted to the District’s website at www.psd150.org/erate. Interested persons or entities are encouraged to check the District’s website frequently for addenda to this RFP. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty to communicate addenda to Bidders beyond the posting of addenda on its website.
The District will submit one or more funding requests to the SLD based on this RFP. Submissions will be completed before the SLD 471 filing deadline. Per SLD/E-Rate guidelines the effective dates are July 1, 2020 through June 30, 2021. The district is willing to enter into a multi-year contract not to exceed two years (July 1, 2020 through June 30, 2027), with an option for three additional one-year extensions. The District reserves the right to cancel any/all sections of this RFP at its sole discretion.

Goods and services provided shall be clearly designated as “E-Rate Eligible”. Non-Eligible goods and services shall be clearly called out as 100% non-eligible or shall be ‘cost-allocated’ to show the percentage of eligible costs per SLD guidelines.

Due to the possible extended approval process required by the E-Rate program, Vendor’s response pricing shall remain in effect for a period of one year from response.

Respondents agree to conform to all E-RATE guidelines for the billing of discounts to the SLD and the processing of Billed Entity Application for Reimbursement (BEAR) Forms by the District. Responder must also provide the name, title and telephone number for single point of contact for E-Rate questions.

Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) as part of their response.

Respondents shall document the compliance with E-Rate program guidelines by supplying their current FCC Registration Number (FRN) as part of their response.

The E-Rate program requires that all records be retained for at least five years. Respondent hereby agrees to retain all books, records, and other documents relative to this contract for ten (10) years after final payment, or until audited by SLD and or District, whichever is sooner. District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the contractor and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

For each section of this RFP, a contract will be awarded to the respondent who submits the best overall proposal in accordance with the specifications and all required documents. Failure to provide any of the information asked for in this RFP will result in immediate disqualification. All proposals will be reviewed and graded by district personnel.

Reasons for disqualification:
- Response does not arrive at the district by 4pm CST on March 2, 2020
- Response does not provide sufficient information to determine the cost, terms or whether specifications have been met
- Response is not provided in the format specified in the RFP
- Response is incomplete or does not meet specifications
- Vendor does not provide valid SPIN number and contact information
- Vendor is banned from participating in the E-rate program
- Response includes ineligible fees/charges that are not clearly identified
• Vendor does not respond to district questions/requests for clarification in a timely manner (within 2 business days)

Winning respondent shall work with the district to develop and sign a preliminary contract that satisfies E-Rate requirements prior to March 23, 2020.

All part numbers listed herein are current at time of RFP. Substitutions are allowed for obsolete and end-of-life equipment which are approved with communication with district personnel. Respondent shall include any additional components required to make systems operational

Throughout the life of this contract, contractor shall adhere to the requirements as stated below:

  o Assign a single point of contact to manage all Contractor activity throughout this contract.
  o Coordinate all site activity with District designated project manager.
  o All patch cables must be secured via cable management.
  o The Contractor is responsible for providing and managing all Fiber and UTP patch cables required for completion of maintenance work.
  o Contractor is responsible for all site scheduling and site survey and installation appointments at each district location.
  o Contractor shall pre-schedule all site visits. No Contractor employee will make an un-announced site visit to a school.
  o Contractor employees will check in with the main office upon arriving at a school site.
  o Contractor will wear company picture identification at all times.
  o The Contractor will make every effort to minimize disruption and will not interfere with instruction. Any network interruptions or down time required for installation or cutover shall be scheduled and approved in advance by the District.
  o Adhere to all District and Government required background checks and personnel procedures.
  o Obtain all necessary permits and inspection sign off from relevant authority.
  o Ensure all codes and standards are followed.
  o Proposer shall be responsible for delivering and storing all materials and equipment and any costs necessary to cover loss or damage of materials.

The E-Rate program requires that price be the major factor, but not the only factor in awarding this proposal. The following criteria will be used:

  30% Total Price and Cost Effectiveness of Eligible Items
  25% Meeting Overall Requirements
  25% Vendor’s Experience and Demonstrated Expertise with PSD150
  15% Vendor’s Demonstrated Ability to work with E-Rate
  5% MWBE Participation

Additional consideration may be given for single-provider solution.
There are multiple sections included in this RFP. Proposers may respond to one or any of these sections. Indicate below which sections you are proposing for by completing the associated pricing page attachments. If not proposing on one section, leave the pricing sheets blank, or indicate ‘NO PROPOSAL’:

1. Voice Lines (Centrex and PRI)
2. Fast Ethernet WAN (10Gigabit Ethernet)
3. Internet (between 4Gbps - 25Gbps total)

Prices for all equipment proposed shall include shipping, installation, configuration, startup and all other costs required to make the services operational within district facilities.

Respondents shall show separate hardware and installation pricing in their proposals. Each section shall be priced separately. The district reserves the right to award each section separately and to award individual sections to a different respondent.

**Award**

It is anticipated that the successful responder will be notified by March 9, 2020. All final contracts and related documents requiring signature must be provided to the District by March 23, 2020. The contract will be submitted to the Board of Education at the regular March 2020 meeting for conditional approval. Though approved and signed, the contract will be contingent on receiving USAC approval for the anticipated discount amount.

**Service Commencement**

Service Commencement It is the responsibility of the responder to ensure all necessary preparatory work is complete in order to ensure a service start date, the latter of, July 1 or within 30 days of issuance of a USAC Funding Commitment Decision Letter for the requested amount. The District may opt to place a full or partial order prior to receiving a FCDL.
**E-Rate Compliance:** Respondent must assure that its response is in compliance with all current E-Rate program guidelines established by the Federal Communications Commission (FCC). Information regarding eligibility of goods and services, invoicing requirements, documentation requirements and other program rules are available from the SLD by calling Schools and Libraries Division (SLD) of the Universal Service Administration Corporation (USAC) at 1-888-203-8100 or see their website at [https://www.usac.org/sl/default.aspx](https://www.usac.org/sl/default.aspx).

**Eligibility of Goods and Services:** Goods and services provided shall be clearly designated as “E-Rate Eligible”. Non-Eligible goods and services shall be clearly called out as 100% non-eligible or shall be ‘cost-allocated’ to show the percentage of eligible costs per SLD guidelines.

**E-Rate Funding Year Boundaries:** The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of contract ‘signing date’, goods and services requested in this RFP shall be delivered no earlier than the start of the 2020 Funding Year (July 1, 2020). To assure that all charges are eligible for E-Rate funding, contract renewal and expiration dates shall coincide with the start/end dates of the E-Rate funding years.

**SLD Invoicing:** Respondents agree to conform to all E-RATE guidelines for the billing of discounts to the SLD and the processing of Billed Entity Application for Reimbursement (BEAR) Forms by the District. Responder must also provide the name, title and telephone number for single point of contact for E-Rate questions. Responder must also provide the name, title and telephone number for single point of contact for E-Rate questions.

**SPIN Number:** Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) and current FCC Registration Number (FRN) as part of their proposal.

**FCC/SLD Auditability:** The E-Rate program requires that all records be retained for at least five years. Respondent hereby agrees to retain all books, records, and other documents relative to this contract for ten (10) years after final payment, or until audited by SLD and or THE DISTRICT, whichever is sooner. THE DISTRICT, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the contractor and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.
Peoria School District 150 (the District) is seeking local and long distance voice services to for all eligible facilities. Current services, provided by Windstream, consist of approximately 430 voice (Centrex) lines and 7 PRI lines (located throughout the district). The current contract expires on June 30, 2020. The district currently owns PBX equipment at several facilities. These are not in the scope of this RFP.

The district does not intend to purchase handsets or other equipment or install any new cabling as part of this RFP. Proposed solution must work with existing handsets and must seamlessly integrate with existing infrastructure.

After award, proposer shall provide a detailed cutover and test plan which identifies dates, personnel involved, contact telephone numbers, and testing procedures.

Proposer shall provide and pay for all labor, materials, equipment, tools, utilities, and services necessary for the proper installation and testing of the network, including all termination and electronic equipment provided.

Proposer shall coordinate with the District to ensure that no interference or interruptions of District’s operations occur as part of the cutover.

Proposed solution shall keep existing phone numbers and shall minimize operational changes (if any) to end users.

Within ten days of completion of the installation, proposer shall submit a full list of all leased service, circuit information, diagrams and other documentation for all locations to the District.

Proposer shall provide support services available 24 hours/day, 7 days/week.

Proposed services shall provide 99.95% up time backed by an appropriate Service Level Agreement (SLA).

Proposed solution services shall include, but are not limited to, the following:
- Caller I.D.
- Distinctive Ringing (Administrative Offices)
- Call forwarding for both extensions and main numbers
- Call forwarding (Internally and Off Premise)
- Call Pickup
- Call Transfer
- Do not disturb
• Conferencing
• Outbound Message Notification (Voicemail)
• Announcements on Hold (Customizable for MCS to announce events, etc. to callers while they are on hold)
• Call blocking for Private Numbers (This is needed to combat any threats made to a location by a calling party with a private number)

Successful Respondent’s responsibilities will include but are not limited to:

• Gather requirements from PD150
• Develop detailed logical and physical diagrams for all network designs
• Design review with PSD150 for approval and signoff
• Develop detailed project plans
• Manage the installation
• Order, install, configure and test equipment, software and circuits
• Implementation to production system
• Facilitate migration of systems and services to new technologies
• Coordinate with PSD150 for scheduling changes
• Coordinate with PSD150 for verification of changes
• Thoroughly document all implemented configurations
• Maintain binders containing designs, configurations, project plans and all other supporting project information, as well as electronic copies
• Turn over all documentation to PSD150 at completion
• Perform knowledge transfer to PSD150 network services for the implemented network technologies as allowed by E-Rate eligibility guidelines for training services (designs, configurations, standards, management, etc)
• After deployment, provide on-going weekly performance and utilization reports of network components and links

Proposer’s response shall detail at least the following:

• Definition of Major Outage and escalation procedures
• Guaranteed response times for repair
• Call escalation list with names and numbers according to severity

Proposer’s response shall explain in detail and provide examples of invoices, billing options, the availability of online bills and any other pertinent data.

Proposer shall show all total costs for both recurring and non-recurring (startup) charges.
Provide pricing information on Local, Long Distance and any/all other taxes and surcharges.

Proposer shall provide all cost information using the Attachment A1. Attach additional sheets as required.
Proposal Number 2 – Fiber WAN (10Gigabit)

The District intends to contract with a qualified vendor for continuation of a high-speed (gigabit Ethernet) Wide Area Network (WAN) to support Internet and Peoria Data Center access for all schools and other eligible facilities in the district. Services are currently provided by Windstream under a contract that expires on June 30, 2020.

Proposed fiber network architecture (termination points) must match the existing WAN that is based on five hub-sites (Ricketts Center and four High Schools) with each hub connecting its satellite sites as described in Attachment A2. The District has made a significant investment in this network design. Proposals not adhering to this design will not be considered.

The district does not intend to purchase any equipment or install any new cabling as part of this RFP. All goods and services must be E-Rate Category 1 eligible.

The Proposer shall furnish all labor, materials, software, hardware and other equipment necessary to make the network operational and shall provide a detailed plan for implementation, cutover and project management. The proposal must offer the District a suitable transition path from the current environment into the new environment and the proposer will be required to install, test, cutover, train on and warrant all aspects of the proposed solution.

**The network must be highly reliable and scalable.** Network capabilities including throughput, reliability, physical redundancy and backup power systems will be considered. Proposers may submit information on their data routes to show network resiliency, and may propose multiple inbound routes to the District, with the District allowed to agree to both or only one route option, with a cost difference provided.

Proposed WAN shall be fully eligible as Category 1 service under E-Rate. Proposer shall clearly callout any exceptions.

All Fiber WAN terminations (Demarcs) shall be to existing SMF (fiber) ports on District-owned Cisco LAN switches. Provider must supply single mode dark fiber capable of 10gigabit service in compliance with E-Rate eligibility guidelines.

Successful proposer shall submit a Statement of Work that shall include:

- District Requirements
- Physical diagrams for all proposed network installations
- Detailed project plans
- Secure District approval before beginning any work or ordering any equipment
- Order, install, configure and test equipment, software and circuits
- Assist with cutover of each location to the new WAN
- Provide full documentation of all installed circuits and equipment
• Turn over all documentation to the District at completion
• Provide training to District personnel in line with E-Rate guidelines

Proposal shall include a detailed description of the architecture and design of the proposed solution, including all protocols and equipment. Proposed network architecture must match the existing WAN that is based on five hub-sites (Ricketts Center and four High Schools) with each hub connecting its satellite sites as described in Attachment A2.

Within ten days of completion of the installation, proposer shall submit a full list of all leased service and circuit information for all locations.

Proposer shall provide support services available 24 hours/day, 7 days/week through e-mail and a toll free or local access phone line. Service shall provide 99.95% up time backed by an appropriate Service Level Agreement (SLA).

Any construction included as part of the proposal shall be in accordance with District, local and state requirements and guidelines.

Proposer’s response shall detail at least the following:
• Definition of Major Outage and escalation procedures
• Guaranteed response times for repair
• Call escalation list with names and numbers according to severity

Proposer’s response shall explain in detail and provide examples of invoices, billing options, the availability of online bills and any other pertinent data.

Proposer shall show all total costs for both recurring and non-recurring (startup) charges. Provide pricing information on any/all other taxes and surcharges.

Provider shall be a Certified Telecom Provider under the E-Rate program and shall provide their SPIN number as part of their response.

A full list of locations, addresses and the existing network architecture is shown in Attachment A2. Proposers shall provide all pricing information on Attachment A2 and attach additional sheets as required.
Proposal Number 3 – Internet Bandwidth (4Gbps – up to 25Gbps total)

The District intends to provide centralized Internet Access to support Peoria Data Center access for all schools and other eligible facilities in the district. Services are currently provided by Windstream under a contract that expires on June 30, 2020.

The District currently has 2Gbps Internet bandwidth but requires a provider solution that is scalable to increase capacity annually or at District request with minimal additional cost. The District is seeking bids for 4Gbps of bandwidth. Options for future increases beyond 4Gbps should be listed in the proposal.

The district does not intend to purchase any equipment not called out in this RFP nor install any new cabling as part of this RFP. All goods and services must be E-Rate Category 1 eligible.

The Proposer shall furnish all labor, materials, software, hardware and other equipment necessary to make the internet access operational and shall provide a detailed plan for implementation, cutover and project management. The proposal must offer the District a suitable transition path from the current environment into the new environment and the proposer will be required to install, test, cutover, train on and warrant all aspects of the proposed solution.

**The Internet Access must be highly reliable and scalable.** Network capabilities including throughput, reliability, physical redundancy and backup power systems will be considered. Proposers may submit information on their data routes to show network resiliency, and may propose multiple inbound routes to the District, with the District allowed to agree to both or only one route option, with a cost difference provided.

Proposed Internet Access shall be fully eligible as Category 1 service under E-Rate. Proposer shall clearly callout any exceptions.

Successful proposer shall submit a Statement of Work that shall include:

- District Requirements
- Physical diagrams for all proposed network installations
- Detailed project plans
- Secure District approval before beginning any work or ordering any equipment
- Order, install, configure and test equipment, software and circuits
- Assist with cutover of central office location to the new Internet Access
- Provide full documentation of all installed circuits and equipment
- Turn over all documentation to the District at completion
- Provide training to District personnel in line with E-Rate guidelines
Proposal shall include a detailed description of the architecture and design of the proposed solution, including all protocols and equipment. Proposed network architecture must match the existing network system that is centralized at the district main location.

Proposer shall provide support services available 24 hours/day, 7 days/week through e-mail and a toll free or local access phone line. Service shall provide 99.95% up time backed by an appropriate Service Level Agreement (SLA).

Any construction included as part of the proposal shall be in accordance with District, local and state requirements and guidelines.

Proposer’s response shall detail at least the following:

- Definition of Major Outage and escalation procedures
- Guaranteed response times for repair
- Call escalation list with names and numbers according to severity

Proposer’s response shall explain in detail and provide examples of invoices, billing options, the availability of online bills and any other pertinent data.

Proposer shall show all total costs for both recurring and non-recurring (startup) charges. Provide pricing information on any/all other taxes and surcharges.

Provider shall be a Certified Telecom Provider under the E-Rate program and shall provide their SPIN number as part of their response.

Proposers shall provide all pricing information on Attachment A3 and attach additional sheets as required.