



# CHOWCHILLA ELEMENTARY SCHOOL DISTRICT

*Committed to Excellence*

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## Request for Proposal

*Lit Fiber Wide Area Network*

*RFP #CESD-FY2021LitFiber*

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### ***E-rate Information***

FCC Form 470 #: **210002173**

Entity Number: **144025**

NOTICE IS HEREBY GIVEN that **Chowchilla Elementary School District (CESD)**, acting by and through its Governing Board, will receive up to, but not later than **three o'clock p.m. of the 19th day of November 2020**, proposals for the award of contract for:

**Wide Area Network, Lit Fiber  
RFP #CESD-FY2021LitFiber**

Proposals must be submitted in accordance with the format specified by this Request for Proposal (RFP). Each proposal must be filed with the District Information Systems Manager on or before 3:00 p.m., on the 19th day of November 2020. The Board reserves the right to reject any or all proposals and to waive any informality in any proposals received. Proposer may not withdraw its proposal for a period of Ninety (90) calendar days after the date set for the receipt of proposals.

Proposer must participate in the E-Rate Program and must provide a Service Provider Identification Number (SPIN) and Federal Registration Number (FCC-FRN) with the proposal. Proposer may visit the Universal Services Administrative Company's website at <https://www.usac.org/sl/service-providers/step01/default.aspx> to obtain a SPIN.

## Schedule of Events

| EVENT                                  | DATE                                  |
|--|---------------------------------------|
| Posts FCC Form 470                     | October 21, 2020                      |
| Request for Information (RFI) deadline | November 9, 2020                      |
| Addenda and Q and A published          | November 11, 2020                     |
| Deadline to submit proposals           | November 19, 2020, 3:00 p.m.          |
| Notice of Intent to Award              | Prior to close of FCC Form 471 window |
| Contract begins                        | July 1, 2021                          |
| Contract ends                          | Dependent upon selected term.         |

## Questions

Inquiries should be addressed electronically to Scott Mohr, Information Systems Manager at mohrs@chowkids.com. Answers to questions and any addenda, as needed, will be posted on the CESD website on the date specified in the Schedule of Events, provided above, and in the E-rate Productivity Center (EPC).

## Submittal Requirements

1. The proposer shall submit one (1) electronic copy in write protected PDF format via email to mohrs@chowkids.com and cc rachel@erateadvisors.com. Subject line must include the following: **Proposal-Form 470 #210002173-LitFiber**
2. Proposals submitted in response to this RFP shall become the property of the CESD and be considered public documents under applicable state law.
3. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
4. Proposers must include the E-rate Service Provider Certification in each proposal.
5. Proposer must be an active service provider in the E-rate and California Teleconnect Fund programs.

## **E-rate Requirements (page 1 of 2)**

1. **E-rate Proficiency:** CESD expects the Proposer to be thoroughly familiar with Proposer's responsibilities as a result of participating as a Service Provider in the E-rate program.
2. **Service Provider Identification Number:** Proposers must possess and provide a valid E-rate Service Provider Identification Number (SPIN).
3. **FCC Registration Number:** Proposers must provide a valid Federal Communications Commission Registration Number (FCCRN) and evidence of "Green Light" status with the Federal Communications Commission (FCC).
4. **FCC Form 473:** The proposer that is awarded the services based on this RFP agrees to submit the Service Provider Annual Certification (SPAC) form in a timely manner every year.
5. **FCC Form 474:** The CESD prefers to pay only its discounted share of the cost of the services, therefore, the Service Provider should have the ability to offer discounted billing and invoice the Universal Service Administrative Company (USAC) using the FCC Form 474.
6. **Invoicing:** Invoicing will begin on or after July 1, 2021 or at completion of project, depending on contract.
7. **Lowest Corresponding Price:** Proposal acknowledges that all pricing in the proposal submitted as a result of this RFP is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the proposal.
8. **Contingency:** The services/project procured using this RFP may be contingent upon the approval of E-rate funding as requested. Services/Products should not be delivered to CESD until a Notice to Proceed has been issued by CESD to the Service Provider.
9. **Right to cancel:** The CESD reserves the right to cancel the services/project regardless of the status of E-rate funding.
10. **Program Integrity Assurance review:** Winning proposer agrees to respond to any inquiries from the Universal Services Administrative Company (USAC) or the FCC within five (5) business days.

## E-rate Information from Contractor (page 2 of 2)

|   |  |
|---|--|
| Service Provider Identification Number (SPIN)       |  |
| Contact person and title                            |  |
| Address   |  |
| City, St, Zip                                       |  |
| Phone number  |  |
| Email address                                       |  |
| FCC Registration Number                             |  |
| Number of years participating in the E-rate program |  |

By submitting a proposal in response to this RFP, Contractor agrees to the following:

1. Provide timely response to any request for information from the District or it's agents. "Timely" is considered to be within five (5) to seven (7) calendar days of the initial request.
2. The CESD is dependent upon E-rate and CESD funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate funding, in any contractual year, will make any contract, resulting from this RFP, voidable at the option of the CESD.
3. Contractor agrees to maintain all records associated with this project for a minimum of ten (10) years after the last date of service, in accordance with E-rate requirements.
4. By signing below I indicate that we, the Service Provider listed below, agree to the E-rate Requirements and Terms and Conditions outlined in the preceding information.
5. The Contractor acknowledges that all pricing and technology infrastructure information in its contract shall be considered as public and non-confidential pursuant to CFR Part 54 Section 504 (2)(i)(ii).

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Signature

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Date

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Print or type name

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Title

# Service Level Agreement

1. Proposed services must meet the following specifications:
  - a. The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
  - b. .25% frame/packet loss commitment
  - c. 12ms round-trip network latency commitment
  - d. 3ms 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. Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service.
  - g. Liquidated damages policy
2. Network operations center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. CESD has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor provided services.
3. Trouble reporting and response: Upon interruption, degradation or loss of service, CESD may contact Service Provider by defined method with a response based on trouble level. Upon contact from the CESD, the Service Provider support team will initiate an immediate response to resolve any CESD issue. CESD will receive rapid feedback on trouble resolution, including potential resolution time.
4. Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation is completed.
5. Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
6. Trouble reporting, escalation and resolution: A detailed trouble reporting, escalation and resolution plan will be provided to the district.
7. Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.

8. Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.
9. Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing CESD.

## SCOPE OF SERVICES

### 1. Delivery of services:

| Site                     | Address  |
|--------------------------|--|
| District Office          | 355 N 5th St<br>Chowchilla, CA                             |
| Fairmead Elementary      | 19421 Ave 22 <sup>3</sup> / <sub>4</sub><br>Chowchilla, CA |
| Ronald Reagan Elementary | 2200 S Lake Tahoe<br>Chowchilla, CA                        |

Fairmead Elementary and Ronald Reagan Elementary are to connect to the District Office.

Circuit speed options: 500 Mbps with incremental speeds up to 5 Gbps.

### **CONTRACT REQUIREMENTS**

CESD requires a minimum of a three (3) year contract. Voluntary extensions are permitted if clearly identified in the proposal and resulting contract with two (2) single year options to renew. Contract will begin July 1, 2021.

### **EVALUATION CRITERIA**

RFP proposals will be rated on the following:

- a. Pricing (40%)
- b. Service, Experience, and Knowledge (20%)
- c. Prior Experience with Proposer (20%)
- d. References (10%)
- e. Prior E-Rate Experience of Proposer (10%)

**End of document**