

**RFP for Dedicated Ethernet Fiber Circuit
Form 470 #: 764330001270922**

Updated: February 25, 2015

Newmarket School District - SAU31
186A South Main Street
Newmarket, NH 03857

Re: Request for Proposals - The Newmarket School District is seeking a vendor to provide a Dedicated Ethernet Fiber Circuit.

The Newmarket School District is seeking a vendor to provide a **Dedicated Ethernet Fiber Circuit** pursuant to the Scope of Services described in Attachment 1 hereto (the "Services"). The intended consequences of this product procurement are:

1. Install, setup and configure a dedicated Ethernet circuit at the Newmarket Junior/Senior High School no sooner than July 1st, 2015
2. Increase WAN bandwidth (guaranteed 24x7x365 upload and download speeds)
3. Improve end user experience
4. Acquire a fiber circuit that is easily extendable and scalable up to 1GB
5. Enter into a contract for an undetermined year term
6. Adopt a solution that will provide a high level of network functionality and consistent reliability

Interested vendors are invited to submit a proposal, a statement of qualifications, and a list of references, by **March 22, 2015**.

ALL BID PACKAGES MUST BE SEALED AND DELIVERED TO:

Newmarket Jr/Sr High School
213 South Main Street
Newmarket, NH 03857
Attention: Jason Carey (Dedicated Ethernet Fiber Circuit)

Each bid package should be clearly marked with the District's project title:

Dedicated Ethernet Fiber Circuit

It is the responsibility of the bidder to deliver the proposal on or before the requested date and time (stated above). Proposal may be withdrawn by letter or, with proper identification, by personally securing the proposal prior to the requested bid date. Bidders will be permitted to withdraw proposals after said proposal is received and opened pursuant to this invitation only by written request indicating the reasons for withdrawal.

Any cost incurred in the preparation and the submission of a proposal in response to this RFP shall be at the sole responsibility of the respondent.

The Newmarket School District may, at its sole and absolute discretion, reject any and all proposals; request additional information and clarification from a respondent; and determine the criteria and process whereby proposals are evaluated and awarded.

The successful vendor will be required to enter into an agreement in substantial conformance within 30 days of the Newmarket School District's issuance of Notice of Award. Respondents shall identify any objection to any provision with their proposal.

Service Provider's proposals will be thoroughly evaluated based on each of the categories listed below, **with cost weighted most heavily**.

- Total Cost of Eligible Goods and Services proposed
- Prior experience (please include references) with NH School Districts and municipalities
- Project and Staff Experience, Knowledge, and Qualifications
- Implementation Commitments
- Local Contacts and Team

The Newmarket School District anticipates that some or all of the services being sought may be eligible for E-Rate funding and intends to apply for that funding. USAC has assigned Form 470 # 764330001270922 to that application.

If you have any questions concerning the services being requested or with respect to the Newmarket School District, please submit your questions to the undersigned via e-mail. Thank you for your time and attention.

Sincerely,

Newmarket School District SAU31

Jason Carey, Technology Operations Manager

careyj@newmarket.k12.nh.us

Enclosure

Attachment 1 to Request for Proposals

I. The Respondent Will:

- Provide the Newmarket School District with an Dedicated Ethernet Fiber Circuit solution. Please include pricing for 100MB, 200MB, 300MB, 400MB options.
- Provide setup and installation of the fiber circuit and any other necessary equipment.
- Vendor must agree on a demarcation point recommended by the Newmarket School District's Technology Department.
- Detailed Service Level Agreement. Describe normal service or bandwidth guarantees.
- Provide 24x7x365 support (including proactive monitoring).
- Vendor must provide a complete set of specifications of the proposed product with the bid documentation.
- Provide other documentation as requested by the Newmarket School District prior to bid deadline.

II. Scope of Work

A. General Requirements:

1. Detailed maintenance agreement and alternatives.
 - a. Warranty/support on all hardware and software for the entire length of the contract/agreement.

B. Available local technical support of the entire system and application(s).

1. 24/7 access to technical support staff.
2. Circuit must be proactively monitored and the Newmarket School District will receive an "alert" anytime the circuit is down.

C. Contract:

Please include pricing for 100MB, 200MB, 300MB, and 400MB circuits.

The Newmarket School District anticipates that some or all of the services being sought

may be eligible for E-Rate funding and intends to apply for that funding. USAC has assigned Form 470 # 764330001270922 to that application.

All contracts entered into as a result of this RFP will be contingent upon E-Rate funding. Items not eligible for E-Rate must be itemized in all proposals.

Bidder should outline proposal rates for offering contract options as follows:

- Option 1: Contract for services spanning 7/1/ 2015 through 06/30/ 2016 with two (2) optional extensions of one (1) year each
- Option 2: Contract for services spanning 7/1/2015 – 6/30/2018 with one (1) optional extension of two (2) years.
- Option 3: Contract for services spanning 7/1/2015 – 6/30/2020 with one (1) optional extension of two (2) years.

The contract should also cover turnkey implementation of appropriate electronics and associated management software implementation.

Service provider agrees that costs shall **not** be increased during the initial term or any renewal thereof for any reason whatsoever.

D. Installation

The Newmarket School District expects a “turnkey” solution from the bidder.

The bidder’s equipment will interface with existing Newmarket School District’s current Ethernet equipment. The District will provide an HP ProCurve switch that will allow the fiber circuit to be passed off to two firewall appliances. These firewalls are set up in a High Availability cluster and each requires its own WAN connection. Both firewalls will connect to the HP ProCurve switch with an LC fiber cable.

2U of rack storage will be available for the bidder’s hardware.

The District will provide an uninterruptible power supply for any hardware installed on site.

Bidder shall be liable and responsible for any building damages caused by reason of its work. Repairs of any kind required will be made and charged to bidder. Bidder shall take reasonable precautions to protect Newmarket School District property adjacent to the work. No cutting, notching, drilling or altering of any kind shall be done to Newmarket School District property by bidder without first obtaining written permission from Newmarket School District.

All equipment and connections must be tested immediately following the initial installation.

III. Project Implementation Requirements

- A. A project plan that includes a project schedule.
- B. Documentation of the dedicated Ethernet system protocols and standards being followed.
- C. Product certifications.
- D. Testing and acceptance procedures.
- F. Documentation of the hardware and software installed.
- G. Implementation of support.

III. Current Building Location and Information:

The final termination of service is to be located in the demarcation of the District's main site. Bidder is responsible for any and all costs associated with delivering service from curb to demarcation. The demarcation site will be the Main Distribution Frame located at the Newmarket Jr/Sr High School (street address below). The physical cable hand-off from the Service Provider will be a minimum 100Mbps connection. An LC fiber cable is the preferred method of hand-off.

There are two other buildings in the District; the Elementary School and the SAU Office. All three buildings are connected via dark fiber that is owned by the District. The requested fiber circuit will be the main WAN connection for all three buildings.

Demarcation point located at:

Room 119 (DATA Center)
Newmarket Jr/Sr High School
213 South Main Street
Newmarket, NH 03857

A map has been included in this request (Attachment 2), however, if you wish to request a PDF of the floor plan, please email careyj@newmarket.k12.nh.us

IV. Qualifications of the Respondents:

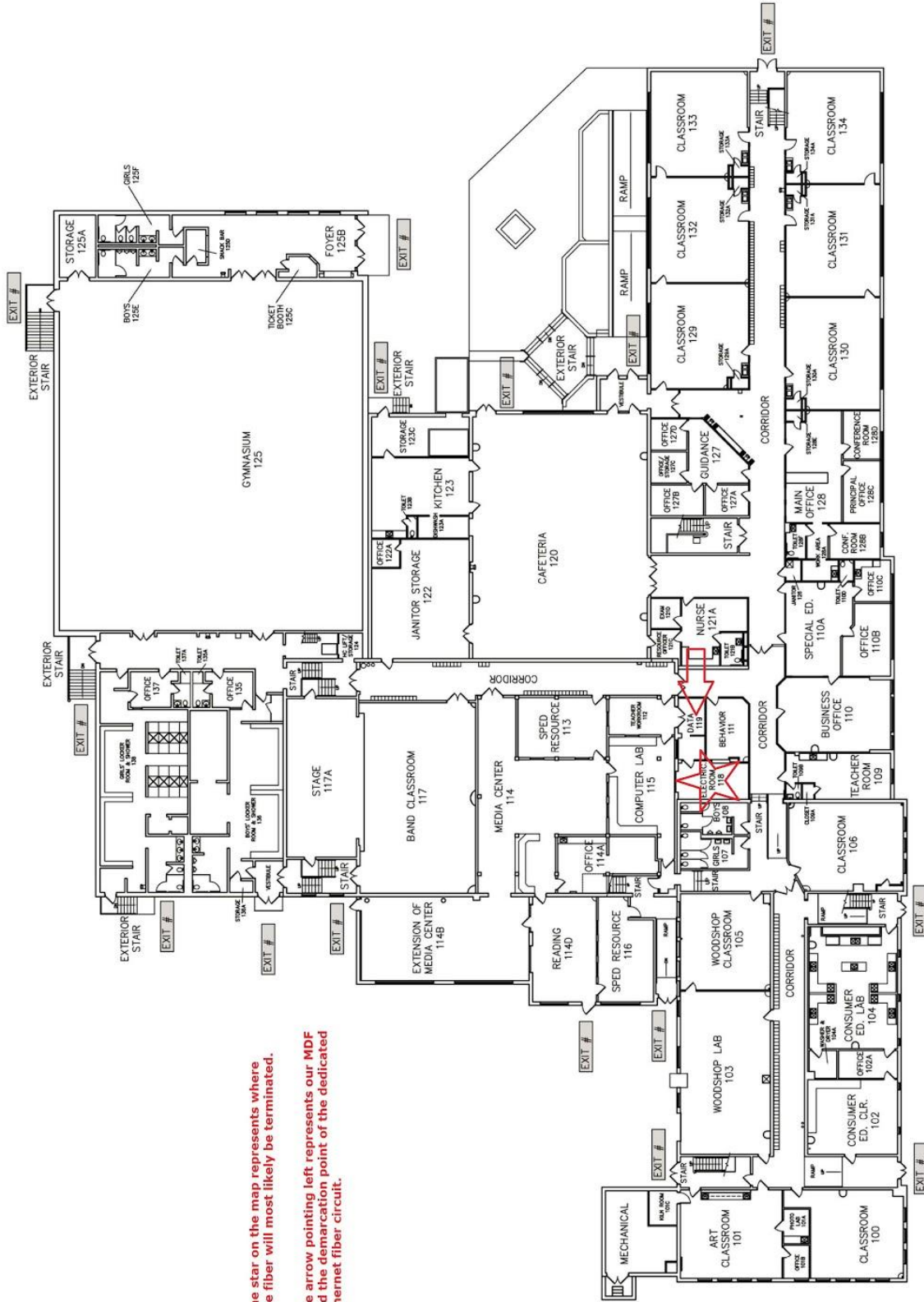
- A. The appropriate financial, insurance, material, licensing, certifications, equipment, facility and personnel resources, experience and expertise, or the ability to obtain them, necessary to indicate the capability to meet all contractual requirements
- B. A satisfactory record of performance and integrity, including references. Experience in other school districts is a plus.
- C. No unresolved negative issues with the Better Business Bureau.
- D. The legal capacity to contract with the Newmarket School District.
- E. Provide an IRS W-9 with their proposal.
- F. Purchase Orders will be the method by which the Newmarket School District will purchase products if the contract is awarded.
- G. Bidders are expected to be thoroughly familiar with all E-Rate program rules and regulations. The successful bidder will be responsible for qualifying for and adhering to all E-Rate program requirements.
- H. Bidders are responsible for providing a valid E-Rate SPIN (Service Provider Identification Number) at the time their bid is submitted.

V. Proposal Submittal

In order to be considered for selection, respondents must submit a complete response to this RFP. ALL BID PACKAGES MUST BE SEALED AND DELIVERED TO: 213 South Main Street, Newmarket, NH, 03857, Attention: Jason Carey (Dedicated Ethernet Fiber Circuit), by the due date to the address listed above. All proposals must be delivered by **March 22, 2015**.

Proposals, including bid costs, must remain valid for at least 90 days after bid date.

(Attachment 2 - Floor Plan - on next page)



- ★ The star on the map represents where the fiber will most likely be terminated.
- ➔ The arrow pointing left represents our MDF and the demarcation point of the dedicated Ethernet fiber circuit.