



SHASTA
COUNTY OFFICE OF
EDUCATION

Request for Proposal

Wide Area Network Services

RFP #SCOE-230020920-WAN

E-rate Information

FCC Form 470 #: 230020920

Entity Number:144694

NOTICE IS HEREBY GIVEN that **Shasta County Office of Education (SCOE)**, acting by and through its Governing Board, will receive up to, but not later than **eleven o'clock a.m. on Mar 15, 2023**, proposals for the award of contract(s) for:

Wide Area Network Services
RFP #SCOE-230020920-WAN

Proposals will be emailed according to the following:

1. SCOE E-rate - erate@shastacoe.org
2. CC Rachel White - rachel@erateadvisors.com
3. Subject line: **Proposal for RFP #SCOE-230020920-WAN**
4. Attach proposal as PDF document

Failure to include all components above may result in disqualification.

Each proposal must conform and be responsive to the requirements of this RFP, a copy of which is now on the SCOE website, at <https://www.shastacoe.org/administrative-services-division/it/erate-rfp>.

Interested proposers should direct questions in writing to the SCOE E-rate email address, at erate@shastacoe.org, no later than **Mar 8, 2023** at 4:00 p.m. Answers to questions and any addenda, as needed, will be posted on the SCOE website on the date specified in the Schedule, provided herein, and in the E-rate Productivity Center (EPC).

The Shasta County Office of Education is dependent upon E-rate, CTF, and SCOE 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, resultant from this RFP, voidable at the option of the SCOE.

The SCOE reserves the right to waive any informalities or irregularities in received submittals. Also, SCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The SCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified. The SCOE reserves the right to award services to multiple providers if it is found to be in the best interest of the agency.

E-RATE REQUIREMENTS FOR PROPOSERS

1. **E-rate Proficiency:** LEA expects the Bidder to be thoroughly familiar with Bidder's responsibilities as a result of participating as a Service Provider in the E-rate program.
2. **Service Provider Identification Number:** Bidders must possess and provide a valid E-rate Service Provider Identification Number (SPIN).
3. **FCC Registration Number:** Bidders 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 Bidder that is awarded the services based on this bid document agrees to submit the Service Provider Annual Certification (SPAC) form in a timely manner each year.
5. **FCC Form 474:** The LEA 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, 2023.
 - a. Equipment may be purchased and installation services may be rendered as early as April 1, 2023, only with written notice from LEA.
 - b. In such cases as mentioned in 6a, the Bidder shall not invoice USAC prior to July 1, 2023.
 - c. Invoices must be reviewed and approved by LEA before the Service Provider submits them to USAC for payment.
7. **Lowest Corresponding Price:** Bidder acknowledges that all pricing in the bid submitted as a result of this bid document is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the bid.
8. **Contingency:** The services/project procured using this bid document may be contingent upon the approval of E-rate funding as requested. Services/Products should not be

delivered to LEA until a Notice to Proceed has been issued by LEA to the Service Provider.

9. **Right to cancel:** The LEA reserves the right to cancel the services/project regardless of the status of E-rate funding.
10. **Service Substitutions:** Service Substitutions must be approved by USAC prior to installing equipment or starting services.
11. **National Security Risk:** The FCC prohibits the use of Universal Service funding, including E-rate funds, to purchase equipment and services from companies deemed a national security risk. bids that include any of the cited companies on the Federal Communications Commission's webpage at <https://www.fcc.gov/supplychain/coveredlist> will not be considered.

BACKGROUND

Shasta County Office of Education (SCOE) requests proposals for Leased Lit fiber or Leased Dark Fiber to serve SCOE's network operations center and all of its sites as identified in the Proposal Response Form.

PRIMARY NETWORK NEEDS

SCOE currently has a fiber-based wide area network connecting eight (8) sites to the network operations center at the Main Office (1644 Magnolia Ave). The current service provider is Charter Spectrum. The design of the proposed network shall incorporate secure point-to-point connections between the Main Office and the remote sites with the ability to increase or decrease bandwidth as needed.

SCOE has existing agency-owned network equipment consisting of Cisco switches and routers in the core and at all the remote sites. This proposal requires that a fiber hand-off be provided to all remote locations and up to two fiber handoffs be provided at the Main Office. SCOE requires a EPLAN configuration that is compatible with our existing Cisco equipment.

LENGTH OF CONTRACT

Depending on RFP submittals, project timelines, and available funding, the SCOE would like to see two options of contracts:

1. A three (3)-year contract with two (2) options to extend for one-year periods.
2. A five (5) year contract.
3. State Master Contract pricing should also be offered, if available.

The contract(s) is subject to E-Rate and California Teleconnect Fund (CTF) eligibility and timelines, and will cover a period from approximately July 1, 2023 through June 30, 2028. The installation and implementation of the Wide Area Network Services is to be completed on or before July 1, 2023 or according to the date agreed upon in the resulting contract. The SCOE

reserves the option to issue partial awards to more than one provider if it is determined to be in the best interest of the SCOE.

SUBMITTAL REQUIREMENTS

Requirements for contents of submittals are:

1. The proposer shall submit one (1) electronic copy in write protected PDF format of their response. (The SCOE may reproduce additional copies as required.) Proposals shall be submitted to erate@shastacoe.org and cc'd to rachel@erateadvisors.com.
2. SCOE will not accept any proposal modifications submitted by facsimile.
3. Proposals submitted in response to this RFP shall become the property of the SCOE and be considered public documents under applicable state law.
4. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

CONTENT REQUIREMENTS

The following table describes the required format and content for the vendor proposal. Proposals must contain all sections described below, in the order shown. Failure to adhere to this outline may eliminate the proposal from further consideration.

1. **TRANSMITTAL/COVER LETTER** (maximum of 2 pages)
 - Provide a letter of introduction signed by an authorized officer of the proposer. If the proposer is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
 - Include a brief description of why your firm is well suited for, and can meet, the SCOE's needs.
 - Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
 - Proposer shall certify that no official or employee of the SCOE, nor any business entity in which an official of the SCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the SCOE.
 - Proposer shall certify that no official or employee of the firm has ever been convicted of an ethics violation.

- Proposer shall sign and add the following language: *“By virtue of submission of this Proposal, [INSERT PROPOSER’S NAME] declares that all information provided is true and correct.”*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.

3. RELEVANT PROJECT EXPERIENCE

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - Project name and location.
 - Beginning and end dates of project.
 - Was the project E-rate funded?
 - How long have you been participating in the California Teleconnect Fund (CTF) program?
 - Main program elements.
 - Original budget, proposal amount & final amount at close-out.
 - Briefly state relevance of projects included for consideration in this RFP.

- o Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- o Key individuals of the firm involved and their roles in the project.
- o Any sub-consultants that worked with the firm.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s).
- Each Proposal must include evidence that the proposer is legally permitted and properly licensed to conduct business in the State of California.
- The SCOE expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the SCOE reserves the right to approve that team member’s replacement.

5. FEE PROPOSAL

- In the event Special Construction is required, the fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates (“SOR”) by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.
 - o Special Construction Costs: any cost associated with special construction is subject to heightened scrutiny by the FCC. Proposers must include the following if special construction costs are included in the proposal

Location	No. of fiber strands	Distance (mileage)	Total Segment Cost	Total Eligible Cost

- o Winning proposer agrees to respond to any inquiries from the Universal Services Administrative Company (USAC) or the FCC within five (5) business days.

SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory

modules/functions to be considered. The SCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The SCOE may disqualify any proposer for any reason without explanation.

1. The SCOE may choose to ask clarification questions in writing and include the additional information gathered in this process.
2. Evaluation and rating of the responses will be based on:
 - a. Information provided by the proposer in their response;
 - b. Information provided by the proposer in response to SCOE clarification questions;
 - c. Information from reference checks;
 - d. Experience and performance history of the firm with similar services;
 - e. Experience and results of proposed personnel;
 - f. Technical capabilities and track record;
 - g. Value of services under proposed fees; and
 - h. Overall responsiveness of the proposal.
3. The quality of the response(s) will be evaluated using the following criteria:
 - a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
4. RFP proposals will be rated on the following:
 - a. Pricing (40%)
 - b. Service, Experience, and Knowledge (20%)
 - c. Plan (20%)
 - d. References (10%)
 - e. Prior E-Rate Experience (10%)
5. The SCOE may perform investigations of responding parties that extend beyond contacting the references identified in the submittals. The SCOE may request a proposer to submit additional information pertinent to the review process. The SCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the evaluation committee's discretion, firms may be asked to arrange a tour of a representative facilities.
6. SCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The SCOE reserves the right to award all, part, or none of the work described in this RFP. Each submittal will be scored by an RFP evaluation committee. The SCOE

reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as non-responsive, and/or not to contract with any proposer for the services described herein. The SCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The SCOE reserves the right to contract with any firm not participating in this process. The SCOE shall in no event be responsible for the cost of preparing any proposal in response to this RFP, including any supporting materials.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the SCOE. The SCOE reserves the right to contract with any entity responding to this RFP. The SCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The SCOE shall in no event be responsible for the cost of preparing a response to this RFP. The awarding of the contract(s), if at all, is at the sole discretion of the SCOE.

The proposals, and any other supporting materials submitted to the SCOE in response to this RFP, will not be returned and will become the property of the SCOE unless portions of the material are designated as proprietary at the time of submission and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the SCOE to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals shall be held confidential by the SCOE and shall not be subject to disclosure under the California Public Records Act until after either: (1) the SCOE and the successful proposer have completed negotiations and entered into an agreement, or (2) the SCOE has rejected all proposals. Furthermore, the SCOE will have no liability to the proposer or other party as a result of any public disclosure of any proposal.

FULL OPPORTUNITY

The SCOE hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”) shall be afforded full opportunity to submit proposals in response to this RFP and no proposer will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the

evaluation/selection process, or the award of the contract with any member of the SCOE, Board of Education, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

MODIFICATIONS

Changes in or additions to the proposal, recapitulations of the work proposed upon, alternative proposals, or any other modification of the proposal which is not specifically called for in the contract documents may result in the SCOE's rejection of the proposal as not being responsive to the invitation to propose. No oral or telephonic modification of any proposal submitted will be considered and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the proposer was placed in the mail prior to the opening of proposals.

EXAMINATION OF SITE AND RFP DOCUMENTS

Each proposer shall fully acquaint himself with the conditions so that he may fully understand the facilities, difficulties, and restrictions attending the execution of the work under the contract. Proposers shall thoroughly examine and be familiar with the specifications. The failure or omission of any proposer to receive or examine any contract documents, form, instrument, addendum, or other document or to visit the site and acquaint himself with conditions there existing shall in no way relieve any proposer from obligations with respect to his proposal or to the contract.

- Each proposer, by making his proposal, represents that he has read and understands the Proposal Documents and any and all related reports and information. After executing the Agreement, no consideration will be given to any claim of misunderstanding of the documents.
- Each proposer, by making his proposal, represents that he has familiarized himself with the area of the work and local conditions under which the work is to be performed, including subsurface conditions. Such inspection shall specifically consider requirements for accessing the site and determining the work can be completed as required by, and as shown in, the RFP Documents.
 - Proposer must schedule any site visit in advance. Walk-ons are not permitted. Contact Rich Greenwood at erate@shastacoe.org to schedule a site walk.

SCHEDULE

The SCOE reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
SCOE Publishes RFP	Feb 15, 2023
Deadline for Questions from Proposers	Mar 8, 2023
SCOE Publishes Addenda and Responses to Proposers on SCOE website	Mar 10, 2023
Deadline to Submit Proposals	Mar 15, 2023 11:00 a.m.
Award of Contract	Prior to close of E-rate window

WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!

PROJECT SPECIFICATIONS

PROJECT IMPLEMENTATION

Schedule will be based on available funding, vendor responses and recommendations, and vendor negotiations.

Timing will be discussed during negotiations. Exact dates to be determined after award of contract. The SCOE would prefer an expedited plan. The SCOE's intent is to complete the implementation as soon as possible with service delivery no earlier than July 1,2023.

A. SCOE Office Network Operations Center (1644 Magnolia)

- One fiber handoff per collector to the SCOE Offices are required and shall be connected to the EPLAN. Bandwidth options should be between 1 Gbps and 10 Gbps.

B. Sites

- Connect all sites to the EPLAN with a fiber optic Ethernet service that offers flexible bandwidth options ranging from 200 Mbps to 5 Gbps or higher. Refer to table for speed requirements.

TECHNICAL SPECIFICATIONS

1. The SCOE requests proposals for a Metropolitan Wide Area Network Upgrade to provide bandwidth and services from the SCOE Office to locations listed in the Proposal Response Form with ability to adjust bandwidth as needed.
2. The SCOE requires all packets entering the provider's network to exit the network unmodified. (eg. VLAN, QoS, etc. tags.)
3. The SCOE requires MTU of 9,000 or greater across the provider's network.
4. The SCOE intends to initially implement a minimum of 1 Gbps Ethernet connection to the listed sites, expandable to 10 Gbps as needed. The initial bandwidth to the SCOE Office will be 1 Gbps, expandable to 10 Gbps as needed.
5. Option for growth including, but not limited to, increases or decreases in service and bandwidth and/or additions of locations, as determined necessary by the SCOE.
6. The SCOE retains the sole option to remove sites due to closures or reorganization requirements, as deemed necessary by the SCOE. The SCOE will require that there be no early termination fees or other penalties assessed in such a situation that is determined to be outside the control of the SCOE.

NETWORK SPECIFICATIONS

1. Vendor is required to provide, plan, configure, install, monitor, and maintain the vendor supplied Metropolitan Wide Area Network hardware at all locations.
2. Network availability is reliable and accessible at each site at 99.9%.
3. Service response time for the SCOE Office NOC is 7 days x 24 hours x 4 hour response.
4. Service response time for the sites is 5 weekdays x 10 hours x 4 hour response.
5. Unlimited, free access to "Help Desk" and automatic problem escalation.
6. The vendor and SCOE will formalize the point of demarcation (E-rate requirement) for each site. The vendor is responsible for all installation costs, including trenching and conduit installation between vendor facilities and the site point of demarcation. No overhead installation will be allowed.
7. SCOE assumes that the minimum standard for point of demarcation and/or MDF closet at sites will include:
 - a. Vendor equipment that requires no more than one nearby, dedicated, grounded outlet, 20 amp, 110 VAC single phase circuit for power services;
 - b. One 4' x - 3/4 inch plywood backboard for wall-mounted services; and
 - c. If existing rack space is not available, the space allocated to new equipment will not exceed 4 U of additional rack space, environment is suitable in existing rooms, and security is suitable in existing rooms.
8. SCOE assumes that the minimum standard for point of demarcation at 1644 Magnolia will include:
 - d. Vendor equipment that requires no more than two nearby, dedicated, grounded outlet, 20 amp, 110-240 VAC single phase circuit for power services;
 - e. One 4' x - 3/4 inch plywood backboard for wall-mounted services; and
 - f. If existing rack space is not available, the space allocated to new equipment will not exceed 12 U of additional rack space, the environment is suitable in existing rooms, and security is suitable in existing rooms.
9. Vendor is required to actively participate in the E-Rate program as follows:

- a. Proposed solution is included as an official E-rate eligible "Data Transmission/Internet Access" service. If any part of the solution is not an eligible service, that cost must be clearly identified.
- b. Provide proof of being a licensed provider.
- c. Present an E-rate SPIN number.
- d. Participate in the E-Rate reimbursement process.
- e. Provide detailed billing of all equipment, software and services.
- f. Any agreement which might lead to a commitment of funds on the part of SCOE can be voided if E-Rate funds become unavailable in any contract year. Also, all responses must be based on costs before E-Rate discounts are applied.
- g. Because this is an E-Rate project, funds, if awarded, are not available until July 1, 2023.
- h. The final timeline is subject to SCOE and vendor discussions. A scheduling meeting will prioritize the upgrade at the sites.
- i. The Vendor will provide printed circuit test reports and will coordinate with the SCOE's IT Department to resolve any bandwidth and equipment hand-off issues.
- j. Vendor has tools and procedures to measure the "Five Attributes of Carrier Ethernet" as established by the global Metro Ethernet Forum. These attributes describe requirements for Standardized Services, Scalability, Reliability, Quality of Service, and Service Management.
- k. Vendor will formally test and balance the recommended initial bandwidth requirements listed below against the above "Five Attributes of Carrier Ethernet" to provide a quality, cost-effective network. (Do not simply over-subscribe bandwidth in order to satisfy proposal requirements.)
- l. Network acceptance will require:
 - 1. Vendor will provide printed circuit test reports which certify the required bandwidth for each circuit.
 - 2. Each site will operate for thirty (30) days without a single equipment, software, configuration, or dependent equipment failure.

Proposal Response Form

See the following pages for the Proposal Response.

SCOE requires the ability to add sites and circuits to the resulting contract(s) using an addendum, so that the service term of all sites will expire in the same month and year.

Multiple Proposal Response Forms may be submitted to distinguish between a three (3) year term with two (2) single year extensions and the five (5) year term.

All circuit will connect to the Shasta County Office of Education at 1644 Magnolia Ave, Redding CA

Site	Address	Monthly Recurring Cost (not including taxes/fees)				Non Recurring Costs
		200 Mbps	500 Mbps	1 Gbps	2 Gbps	
Oasis Campus	3711 Oasis Rd Redding CA					
ECS	43 Hilltop Redding CA					
Innsbruck	2985 Innsbruck, Redding CA					
CCRE	409 Walnut St, Red Bluff CA					
Transportation	3165 Market St, Redding CA					
Juvenile Court	2684 Radio Ln, Redding CA					
SILC	11555 Old Alturas Rd Redding CA					
Whiskeytown Environmental School	10106 Paige Bar Rd Redding CA					
Maintenance	5080 Caterpillar, Redding CA					
SELPA	3570 Rancho Road Redding, CA 96002 Ste 7					

Pricing levels for various speeds at each location will be incorporated in contract so that increase or decrease of speed may occur at any time during the contract period.