

**Board of Education**

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Request for Proposals #20-020
for
E-Rate Single Mode Fiber Upgrade at
Heritage, Lincoln, Shadow Valley, New Bridge, Highland, Md. Fort,
Mt. Ogden, Ben Lomond, Ogden High

Prepared by : Casey Bowden/Technology

DUE: Tuesday March 3, 2020 2:00 PM Mountain Time

Please provide three (3) hard copies of the Technical evaluation for the whole project. Do not submit three copies for each location since the information would be the same regardless of the location. Please provide one (1) hard copy of the fee proposal for the whole project with pricing for each location broken out by line item in a separately sealed enveloped. You will also need to submit one (1) electronic copy on 1 USB drive with a copy of both the technical proposal and the fee proposal. You may also submit 1 redacted copy electronically. It must be received by the Ogden School District Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Tuesday March 3, 2020 and must be labeled RFP #20-020.

Ogden City School District

Purchasing Department Room #210

1950 Monroe Blvd.
Ogden, Utah 84401

General Information

A. Purpose

Ogden School District (the “District” or “OSD”) is accepting proposals from qualified, reputable firms for a fiber upgrade at specific sites that will meet our specifications listed below. Bids will be evaluated and each requirement will be scored. A higher emphasis will be placed on initial costs, licensing costs, yearly maintenance costs and support costs.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

B. Background

Ogden City School District has a student enrollment of approximately 12,000 students. The District currently operates thirteen (13) elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices and support facilities are located at 1950 Monroe Blvd, Ogden, Utah.

C. General Requirements & Information

The vendor shall be a registered E-RATE service provider and will provide their SPIN number as part of the bid process. The service provider must accept the Service Provider Invoice (SPI) method for E-RATE billing. Please enter the SPIN number and acknowledgement of the SPI billing method in the “Executive Summary” section of the bid response.

Awarding and funding of this RFP will be dependent on E-RATE funding approval. The District reserves the right to cancel any portion of the RFP if E-RATE funding is denied, not fully funded, or District funds become unavailable on a school by school basis.

All questions regarding this RFP will be submitted and responded to through SciQuest <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>. If any person, submitting a bid is in doubt as to the true meaning of any part of the bid specifications, the vendor may submit a written request electronically through the SciQuest website. Questions and responses will be posted on the SciQuest website. **Questions must be submitted by Tuesday February 25, 2020 by 12:00pm.** No other Ogden School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP, during the selection process. Failure to comply with this requirement may result in disqualification.

All products offered in response to this solicitation shall be new, current and in ongoing production; shall have been formally announced for general marketing purposes, shall be a model or type currently functioning in a user (paying customer) environment, and capable of meeting or exceeding all specifications and requirements set forth in this solicitation. Used, refurbished, demo, prototype or gray market equipment will not be acceptable in this Bid. All products must be supplied through an authorized distribution channel. All products listed below are for reference only and any equal or greater product from any vendor can be substituted.

A Mandatory pre-bid walk through for Wiring and Installation meeting will be held on Wednesday, February 12, 2020 at 8:30 am at Ogden School District, ITS Building 11, 1950 Monroe Blvd, Ogden UT, 84401. Detailed maps and other documentation will be provided during this meeting. Technology Department Staff will escort Contractors to perform Site Visits following the meeting.

D. Scope of Work (Hardware compatibility 25 points)

Heritage

1. 12 Strand Single Mode Fiber from MDF to IDF1
2. 12 Strand Single Mode Fiber from MDF to IDF2
3. 12 Strand Single Mode Fiber from MDF to IDF3
4. 12 Strand Single Mode Fiber from MDF to IDF4(Portable)
5. 6 Strand Single Mode Fiber from IDF4(Portable) to IDF5(Portable)

Lincoln

1. 12 Strand Single Mode Fiber from MDF to IDF1
2. 6 Strand Single Mode Fiber from IDF1 to IDF2(Portable)

Shadow Valley

1. 12 Strand Single Mode Fiber from MDF to IDF1
2. 12 Strand Single Mode Fiber from MDF to IDF2
3. 12 Strand Single Mode Fiber from MDF to IDF3

New Bridge

1. 6 Strand Single Mode Fiber from MDF to IDF1
2. 6 Strand Single Mode Fiber from MDF to IDF2
3. 6 Strand Single Mode Fiber from MDF to IDF3
4. 6 Strand Single Mode Fiber from MDF to IDF4
5. 6 Strand Single Mode Fiber from MDF to IDF5

Highland

1. 12 Strand Single Mode Fiber from MDF to IDF1
2. 12 Strand Single Mode Fiber from MDF to IDF2
3. 12 Strand Single Mode Fiber from MDF to IDF3
4. 6 Strand Single Mode Fiber from IDF3 to IDF4
5. 6 Strand Single Mode Fiber from IDF1 to IDF5
6. 6 Strand Single Mode Fiber from IDF1 to IDF6

Md. Fort

1. 12 Strand Single Mode Fiber from MDF to IDF1
2. 12 Strand Single Mode Fiber from MDF to IDF2
3. 6 Strand Single Mode Fiber from MDF to IDF3
4. 6 Strand Single Mode Fiber from MDF to IDF4

Mt. Ogden

1. 12 Strand Single Mode Fiber from MDF to IDF1
2. 12 Strand Single Mode Fiber from MDF to BR (Boiler Room)
3. 6 Strand Single Mode Fiber from BR to IDF2
4. 6 Strand Single Mode Fiber from BR to IDF3
5. 12 Strand Single Mode Fiber from MDF to IDF5

Ben Lomond

1. 12 Strand Single Mode Fiber from MDF to IDFA
2. 12 Strand Single Mode Fiber from MDF to IDFB
3. 12 Strand Single Mode Fiber from MDF to IDFC
4. 12 Strand Single Mode Fiber from MDF to IDFD
5. 12 Strand Single Mode Fiber from IDF4 to IDFE

Ogden

1. 6 Strand Single Mode Fiber from MDF to IDF1
2. 6 Strand Single Mode Fiber from MDF to IDF2
3. 6 Strand Single Mode Fiber from MDF to IDF3
4. 6 Strand Single Mode Fiber from MDF to IDF4
5. 6 Strand Single Mode Fiber from MDF to IDF5
6. 6 Strand Single Mode Fiber from MDF to IDF6
7. 6 Strand Single Mode Fiber from MDF to IDF7
8. 6 Strand Single Mode Fiber from MDF to IDF8
9. 12 Strand Single Mode Fiber from MDF to IDF9
10. 6 Strand Single Mode Fiber from IDF9 to IDF10

Fiber Wiring Standards

The contractor shall supply all labor and material for a complete functional system as described. It may include installing all cabling, conduit, surface molding, raceway, inserts, liu's, patch cables, trenching and other labor related to the installation.

All locations currently have fiber. The pathway is already defined and in most cases inner duct in existing. In order to save costs, please reuse the inner duct and defined pathway. The old cable should not be removed. The old cable may be removed from the LIU if room is needed.

1. Maps will be provided for approximate locations of MDF and IDF's.
2. One (1) 2 meter and One (1) 4 meter LC-LC Single Mode Fiber Patch cable in yellow color per fiber pair.
3. All conduit, innerduct, raceway or molding shall be secured. (IE...No peel and stick)
4. Horizontal runs must be supported in tunnels or ceiling areas when necessary.
5. Single Mode Fiber should be Plenum rated or better.
6. All fiber should be 9/125 in diameter, yellow in color, and support both 1310nm and 1550nm wavelengths.
7. Some runs may require armored single mode fiber.
8. All Fiber should be terminated to an existing LIU.
9. All ends should be terminated with LC.
10. Fiber should be labeled on both the wire and the LIU.
11. 10' service loop on each end(If possible).
12. Testing, documentation and warranty of the installed Fiber.
13. Only the Ogden School District Chief Technology Officer or Network Engineer may authorize changes during installation.

E. Proposal Considerations: (Perception of Firms Ability to Accomplish Scope of Work 15 points)

Respondents should give consideration to the following in putting together their proposal:

1. **Demonstrated ability:** The responder will have demonstrated ability providing hardware in the quality and quantity requested in this RFP. Responder shall list at least 3 previous examples of satisfying an order of this size or larger. Please include name and contact information.
2. **Timeline of delivery:** The responder will provide an approximate delivery time table for complete order to arrive at the District once purchase is finalized.
3. **After sale support:** The responder will describe their ability to support the District after the sale is completed. Specify warranty support on the new equipment and other sales needs the District may have in response to this purchase.
4. In order to be considered, respondents must have local (Utah-based) sales and support resources or have previous relations with the Ogden School District.
5. In the case of budget constraints, please separate each location into its own quote.
6. Please quote all line items with Description, part number, quantity and amounts separately.
- 7.

F. Proposal Response: (Overall Qualifications, experience 10 points)

Each respondent should set forth its most compelling case for being selected to provide services requested in this RFP. All proposals must be organized and tabbed with the following sections in this order:

1. Transmittal Letter & Executive Summary (2 pages Maximum)

The letter of transmittal should include: a) an introduction of the firm, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response; b) A general statement of interest and what sets your firm and product apart from other potential respondents; c) E-Rate spin number; d) acknowledgement of the SPI billing method.

2. Detailed Discussion

This section constitutes the major portion of the proposal and must address items and responses to the items listed in the sections above.

3. Protected / Proprietary Information

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);(2) commercial information or non-individual financial information obtained from a person if:(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

* * * * *

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and

2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one electronic redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

G. Fee Proposal and Fee Schedule: (Fee proposal 50 points)

(Separately Sealed) one (1) hard copy of the fee proposal should include a clearly delineated Description, Part Number, Quantity and Cost breakdown per School as listed in the Scope of Work.

Any variable costs and options should be included in the fee proposal and designated appropriately.

The Fee Proposal should be separated and sealed separately from the rest of the proposal.

H. Evaluation Criteria

The proposal will be analyzed and respondents may be requested to respond to a committee of District officials for any clarifying questions regarding the RFP or proposed equipment. The District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

Evaluation Rubric

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|---|-----------|
| Hardware compatibility with current system | 25 points |
| Perception of Firms Ability to Accomplish Scope of Work | 15 points |
| Overall qualifications, experience | 10 points |
| Fee Proposal and Fee Schedule | 50 points |

Award shall be made to the respondent deemed most capable of providing the system and support deemed to most effectively meet District needs taking into account the proposals and evaluation factors here outlined.

I. Terms of Agreement:

All recommendations from the selection committee are subject to board approval.

Once the Board has approved the recommendation, the district may then enter into a contractual agreement with the selected vendor. The Board of Education of Ogden City School District reserves the right to reject any or all bids or to waive any information or technicality in any bid in the interest of the Board of Education of Ogden City School District.

J. Standard Contract Terms and Conditions

Any contract resulting from this RFP will include, but not be limited to, Ogden School District's Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

K. Due Date

To qualify as a responsive proposal, three (3) hard copies of the technical proposal, one (1) copy of the fee proposal in a separately sealed envelope, and one (1) electronic copy (on a USB drive) of the proposal (for a total of 5 items) must be received by the office of Ken Crawford, Director of Purchasing, (1950 Monroe Blvd., Building 1 Room 210, Ogden, Utah 84401) no later than 2:00 PM Tuesday, March 3, 2020. Please reference RFP #20-020 and Vendor Name on the outside package label.