

Charter School of Educational Excellence
REQUEST FOR PROPOSAL
CSEE-Internet -18

Issued December 15, 2017

Deadline 11:45 am EST on January 16, 2018

The contact person for questions is:

Janice Meyers

janice@jhmedu.com

All contact MUST be made through email

INVITATION TO BID

The Charter School of Educational Excellence is a growing organization serving students in PreK through eighth grade.

Charter School of Educational Excellence includes the following locations:

260 Warburton Ave., Yonkers, NY 10701

220-236 Warburton Avenue, Yonkers, NY 10701. This location is a new annex with an anticipated opening of September 2018.

Charter School of Educational Excellence is seeking responses to this RFP for Fiber Internet services. We are seeking bids on 1 gig with expansion capabilities to 5 gigs for future use.

This project is dependent upon financing from The Schools and Libraries Commission E-rate Program. Should partial funding become available or should funding be denied, this project will be adjusted or cancelled.

GENERAL CONDITIONS

One electronic version of your bid shall be emailed to janice@jhmedu.com no later than 11:45 am on January 16, 2018

You are required to send an email confirmation with your contact information that you are preparing to respond to this bid to janice@jhmedu.com.

Please state which RFP you will be responding to.

If you fail to send this email confirmation you may not receive updates and changes to this RFP.

ADDENDA TO THE RFP

If it becomes necessary to revise any part of this RFP, addenda will be provided to all Bidders who received this RFP. All addenda will become part of this RFP, and will be incorporated into any contract entered into between Charter School of Educational Excellence and the Bidder.

RFP QUESTIONS, INQUIRES, AND CLARIFICATIONS

Any questions or other inquiries from your firm concerning this RFP must be submitted in writing (electronically) to Ms. Janice Meyers at Janice@jhmedu.com.

INCURRING COSTS

Charter School of Educational Excellence is not liable for any cost or expenses incurred by the Bidders in the preparation of their proposals or for attendance at any conferences or meetings related to this RFP.

Charter School of Educational Excellence is not liable for the payment of any amounts to the selected Bidder until a contract is negotiated, signed by the Bidder and all Charter School of Educational Excellence signatures, as required by law, have been obtained.

DISCLOSURE OF PROPOSAL CONTENT

Cost and price information provided in Bids will be held in confidence and will not be revealed or discussed with competitors. The proposal of the selected Bidder, being their work product, may become part of any contract entered into.

BID REQUIREMENTS

To be considered, the Bidder's proposal must consist of a complete response. Bidders are not allowed to change any part of a proposal after submission until an award is made and final component quantities identified. The contents of the proposal of the successful Bidder and this RFP will become contractual obligations when a contract is entered into.

All RFP responses must have

- Page numbers on all pages
- A written description of products and services, including make, model, quantity, and price in the body of the RFP response with the company name and logo on each page
- A summary page detailing the totaling eligible and ineligible costs in excel with you company logo as well as in a PDF document

We reserve the right to choose a vendor based on the strength of their specific product, price, and ability to integrate with the network.

For this RFP, the proposal must remain valid until a contract is executed. Failure to meet any of the above requirements will result in disqualification.

Your proposal must be prepared simply and economically in strict accordance with the format and instructional requirements of this RFP. Your proposal should provide a concise delineation of your firm's capabilities to satisfy the requirements of this RFP, with emphasis on completeness and clarity of content.

INCOMPLETE PROPOSALS OR PROPOSALS THAT ARE NOT PREPARED IN ACCORDANCE WITH THIS RFP WILL BE ELIMINATED FROM THE EVALUATION PROCESS.

We reserve the right to reject any and all bids, if such action is deemed to be in the best interest of our school.

All bidders are expected to have any and all city, state and federal licenses or certifications that are necessary to allow the bidder to perform the work as outlined in this RFP. Bids may be withdrawn by written request prior to bid opening or after 30 days subsequent to bid opening if no award has been made. Charter School of Educational Excellence reserves the right to at any time reject any and all proposals received as a result of this request; late proposals will not be considered for any reason.

DISCLAIMERS

You are hereby advised that we are not committed to any course of action as a result of our issuance of this Request for Proposal and/or its receipt of a bid from you or other firms in response to it. In particular, you should note that we may:

- reject any bid which does not conform to these instructions and specifications
- not accept bids after the stated submission deadline
- reject all bids, if so decided
- negotiate with one or more firms
- award only a portion of the contract
- make no award of a contract

You are also advised that we will not reimburse your firm for any bid preparation costs or other work performed in connection with this RFP, whether or not your firm is awarded a contract.

BID Evaluation and Scoring Rubric

Please be advised that we will be using the rubric below to score the RFP responses. This rubric outlines the minimum response. Please feel free to provide any additional information that may help Charter School of Educational Excellence chose the most cost effective provider

Score Levels	Price 30%	Prior Experience Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K-12 E-rate 20% -
3	Quoted service on all equipment and is lowest reasonable cost.	Vendor provided evidence of 10 years or more of successful prior experience maintaining similar networks.	Vendor has company certifications with major manufacturers of eligible equipment to be maintained. Indicate company certifications (highest level) and level of authorization. Evidence of certifications was provided	Vendor has provided references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated extensive experience in supporting PIA requests, Service substitutions, and BEAR /SPI filings
2	Quoted service on most equipment. Quoted and is average or below average	Vendor provided evidence of 5 years or more of successful prior experience maintaining similar networks.	Vendor has individual company certifications with major manufacturers of equipment to be maintained. Evidence of certifications was provided	Vendor has provided references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated limited experience in supporting PIA requests, Service substitutions, and BEAR /SPI filings
1	Quoted little maintenance on equipment or sub-contracted maintenance.	Vendor provided evidence of less than 5 years of successful prior experience maintaining similar networks.	Vendor is pursuing individual certifications with major manufacturers of equipment quoted. Evidence is provided	Vendor has provided references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated little experience in supporting PIA requests, Service substitutions and BEAR /SPI filings

Scope of Services Required

- Deliver at least 1 gig to each school location. Circuit should be capable of expansion to 5 gigs
- The last mile connectivity and Bidders' POP should be connected using optical fiber cable.
- Minimum network uptime has to be 99.5% for each location.
- Vendor should have a 24 x 7 help desk facility (accessible through a toll free number) and to provide alert notification for an interruption of services. The facility should provide for comprehensive problem notification and resolution
- The vendor must be capable of managing all layers of services including QOS (quality of service) and COS (class of service)
- Circuit should handle packets of data sent via our existing Cisco Call manager and future VoIP system
- Any contract will be concurrent for services for future locations and added to the contract as an addendum
- Bidders are required to submit a sample scope of work outlining their process for implementation of the Internet
- Include a timeline of work from signing the contract to cutover of live service
- All responses should include fixed pricing including taxes and fees. Final costs must also include router management fees and all installation and Basic Maintenance.
- Quote pricing on a two year and three year contract
- Charter School of Educational Excellence will require the successful bidder to have an escalation clause in their multi-year contract to increase bandwidth and pricing as an addendum to the existing contract
- Charter School of Educational Excellence will require the successful bidder invoice by the SPI (service provider invoice) method
- No contract with an automatic renewal clause will be consider.

Bid Response Sheet for RFP CSEE- Internet -18

Please prepare your response according to the following listing of requirements:

1. Provide your Vendor Name and Address, FCC Registration Number and SPIN.
2. Provide the Date of Submittal to Charter School of Educational Excellence
3. Please provide documentation to support the following based on the performance indication on page 5.

Price 30%	Prior Experience Installing and Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K-12 E-rate 20%
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4. Please provide the authorizations your company maintains with the installed component manufacturers; we are looking for your company certifications rather than a listing of individuals who may currently be employees of your company.